**ОПИСЬ ДОКУМЕНТОВ**

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(наименование организации)

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| **№** | **Название документа** | **Оригинал/**  **копия** | **Количество экземпляров** | **Количество листов (всего)** |
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|  | Всего \_\_\_ документа на \_\_\_ листах | | | |

Передал: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

Принял: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

Дата: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_