**文档查阅和复印登记表**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **编号** | **文件名称** | **复印/查阅** | **复印份数** | **复印/查阅日期** | **查阅人** | **文档管理员** | **归还时间** | **查阅人** | **文档管理员** |
|  |  | □复印/□查阅 |  |  |  |  |  |  |  |
|  |  | □复印/□查阅 |  |  |  |  |  |  |  |
|  |  | □复印/□查阅 |  |  |  |  |  |  |  |
|  |  | □复印/□查阅 |  |  |  |  |  |  |  |
|  |  | □复印/□查阅 |  |  |  |  |  |  |  |
|  |  | □复印/□查阅 |  |  |  |  |  |  |  |
|  |  | □复印/□查阅 |  |  |  |  |  |  |  |
|  |  | □复印/□查阅 |  |  |  |  |  |  |  |
|  |  | □复印/□查阅 |  |  |  |  |  |  |  |
|  |  | □复印/□查阅 |  |  |  |  |  |  |  |
|  |  | □复印/□查阅 |  |  |  |  |  |  |  |
|  |  | □复印/□查阅 |  |  |  |  |  |  |  |
|  |  | □复印/□查阅 |  |  |  |  |  |  |  |