**附件2：**

高校公文写作技巧与档案管理培训班

报名回执表

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **单位名称：** | | | | **部门：** | | | |
| **通讯地址：** | | | | **邮编：** | | | |
| **联系人：** | | **电话：** | | **传真：** | | **E-mail：** | |
| **代表姓名** | | **性别** | **职 务** | **手 机** | **电话** | | **传真** |
| **1** |  |  |  |  |  | |  |
| **2** |  |  |  |  |  | |  |
| **3** |  |  |  |  |  | |  |
| **4** |  |  |  |  |  | |  |
| **5** |  |  |  |  |  | |  |
| **6** |  |  |  |  |  | |  |
| **房间数量：** | | **单间: （间）** | | **双人间： （间）** | | | |
| **年 月 日** | | | | | | | |

**注：请大家详细认真填写此表，此表复印有效。**