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FORMS SHEETS

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Surrender	department	Position	Handover reason		
Handover classification	Transfer specific content	Handover	work progress	handover date	Remark
Handover of work not yet completed					
Handover classification	file name	quantity	storage path	handover date	Remark
Document handover					
Handover classification	No product name	quantity	storage path	handover date	Remark
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Handover Guide Template Excel

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