**南京中医药大学客情报告单**

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| **来宾信息** | **姓名** | **性别** | **所在单位** | **职务/职称** | | **交通方式及抵离时间** | | **住地安排** |
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| **活动内容及行程安排** |  | | | | | | | |
| **接待建议**  **方案** |  | | | | | | | |
| **报告单位及联系人** | |  | | | **联系方式** | |  | |

注：如有相关背景资料及附件，请另纸附后。

报告单位负责人签字(盖章)：

年 月 日