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**BUKU AGENDA SURAT MASUK**

**Bulan…………Tahun…………………..**

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| **No** | **Tanggal Terima** | **Tanggal Surat** | **No. Surat** | **Pengirim** | **Perihal** | **Diteruskan** **Kepada** | **Kode Arsip****(Klasifikasi)** |
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**BUKU AGENDA SURAT KELUAR**

**Bulan……………………………..**

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| **No** | **Tanggal Surat** | **No. Surat** | **Dikirim Kepada** | **Perihal** | **Hubungan dengan Surat Lain** | **Kode Arsip** **(Klasifikasi)** |
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