工事打合せ簿（正）

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 発議者 | | | | * + 発注者 | | | * + 受注者 | | | | 発議年月日 | | 令和　　年　　月　　日 | | | | |
| 発議事項 | | | | □指示 | □協議 | □通知 | | | □承諾 | □提出 | | □報告 | □届出 | | | □その他（　　　） | |
| 工事名 | | | | №〇〇　工事名称 | | | | | | | | | | | | | |
| 受注者 | | | | ㈱〇〇設備 | | | | | | | | | | | | | |
| （内容） | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
| 処理・回答 | 発注者 | 上記について　□指示　□承諾　□協議　□通知　□受理　します。  　　　　　　　　□その他（　　　　）  令和　　年　　月　　日 | | | | | | | | | | | | | | | |
| 受注者 | 上記について　□了解　□協議　□提出　□報告　□届出　します。  　　　　　　　　□その他（　　　　）  令和　　年　　月　　日 | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
| 課長 | | | 課長補佐 | | 係長 | | | 監督員 | | 予算課 | | | | | 現場  代理人 | | 主任(監理)技術者 |
|  | | |  | |  | | |  | |  | | | |  |  |
|  | | | | |  | |