**鐘點費／出席費請領清冊**

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| --- | --- |
| **姓名** |  |
| **身份證字號** |  |
| **地址** |  |
| **連絡電話** |  |
| **類別** | □外聘 □內聘 |
| **單價** | 新臺幣○○○○元（□每小時／□每次） |

**活動名稱：**

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| --- | --- | --- | --- | --- |
| **日期** | **時間** | **時數** | **金額** | **請領人簽章** |
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|  |  | **總計：** |  |  |