购置办公用房信息明细表

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| **合同名称** |  | | | |
| **物业名称** |  | | | |
| **物业地址** |  | | | |
| **购置时间** | **年 月 日** | | 购置面积(m2) |  |
| **购置金额（元）** |  | | | |
| **序号** | **发票时间** | **发票号** | **发票金额（元）** | |
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| **金额合计（元）** | | |  | |

说明：1、以上表格请按费用发生的时间先后顺序填写，并将附件证明材料按对应顺序整理编号；2、发票及金额信息请按照发票实际内容填写；3、每一张发票填写一行