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| عنوان العقد: | [أدخل عنوان العقد] |  |  |
| **رقم العقد** | [أدخل رقم العقد] |  |  |
| **المقاول:** | [أدخل اسم المقاول] | **تاريخ التسجيل:** | يوم-شهر-سنة |

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| **سجل المراسلة الواردة** | | | | | | | | | | | | | | | |
| **رسالة المقاول** | | | الموضوع: | | **الفئة** | **مرجع المقالة** | **مطلوب الرد** | | | **التباين** | **المطالبة المحتملة** | **خطاب استجابة الوزارة** | | | |
| **المرجع** | **مؤرخ** | | **نعم** | | **لا** | **الرد بتاريخ** | **الشخص المعين** | **المرجع** | **مؤرخ** |
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