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| **SOLICITUD DE ENVIO DE PAQUETERIA** | | **Para uso exclusivo de MENSAJERIA** | |
| **DIRECCIÓN:** |  | **RECEPCIÓN** | **FOLIO** |
|  | Fecha: |  |
| **AREA:** |  |
| **EXT.TELEFONICA:** |  | Hora: |
| **DEPARTAMENTO:** |  |

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| **No. DE ENVIO** | **DESTINATARIO** | **-CONFIDENCIAL**  **-RESERVADO**  **-CON VALOR O RIESGO** | **MENSAJERÍA** | **No. DE GUÍA** | **COSTO** |
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