Унифицированная форма № Т-10

**Утверждена постановлением Госкомстата РФ**

**от 5 января 2004 г. № 1**

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|  |  | | **Код** |
|  | **Форма по ОКУД** | | **0301024** |
| ***ООО «Рpt.ru»*** | | **по ОКПО** | ***ххххххх*** |
| **наименование организации** | |  |  |

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|  |  | **Номер документа** | **Дата составления** |
|  | **Командировочное удостоверение** | ***1*** | ***21.11.2022*** |

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|  | | | | | **Табельный номер** |
| **Работник** | | ***Иванов Иван Иванович*** | | | ***1*** |
| **фамилия, имя, отчество** | | | | | |
| ***Отдел снабжения*** | | | | | |
| **структурное подразделение** | | | | | |
| ***менеджер*** | | | | | |
| **должность (специальность, профессия)** | | | | | |
| **командируется в** | | | ***Россия, г. Москва, ООО «Ветка»*** | | |
| **место назначения (страна, город, организация)** | | | | | |
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| **для** | ***Подготовка к заключению договора*** | | | | |
| **цель командировки** | | | | | |
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| **на** | ***Два*** | | | **календарных дней (не считая времени нахождения в пути)** | |
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| Действительно по предъявлении паспорта или заменяющего его документа | ***Паспорт, 1122 333444*** |
|  | **наименование, серия, номер** |

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| Руководитель | ***Директор*** |  | **Воронов** |  | ***А.В. Воронов*** |
|  | **должность** |  | **личная подпись** |  | **расшифровка подписи** |

**Оборотная сторона формы № Т-10**

**Отметки о выбытии в командировку, прибытии в пункты назначения, выбытии из них и прибытии в место постоянной работы:**

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| **Выбыл из** | | ***г. Санкт-Петербург, ООО «Рpt.ru»*** | | | | | | | | | |  | **Прибыл в** | ***г.Москва, ООО «Ветка»*** | | | | | | | | | |
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| *Бухгалтер* | | | | | |  |  | | | | |  | *секретарь* | | | | | |  |  | | | |
| **должность** | | | | | |  | **личная подпись** | | | | |  | **должность** | | | | | |  | **личная подпись** | | | |
| ***А.П. Симонова*** | | | | | | | | | | | |  | ***И.Н. Кутузова*** | | | | | | | | | | |
| **расшифровка подписи** | | | | | | | | | | | |  | **расшифровка подписи** | | | | | | | | | | |
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| **Выбыл из** | | ***г. Москва, ООО «Ветка»*** | | | | | | | | | |  | **Прибыл в** | ***г.Санкт-Петербург, ООО «Рpt.ru»*** | | | | | | | | | |
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| *секретарь* | | | | | |  |  | | | | |  | *Бухгалтер* | | | | | |  |  | | | |
| **должность** | | | | | |  | **личная подпись** | | | | |  | **должность** | | | | | |  | **личная подпись** | | | |
| ***И.Н. Кутузова*** | | | | | | | | | | | |  | ***А.П. Симонова*** | | | | | | | | | | |
| **расшифровка подписи** | | | | | | | | | | | |  | **расшифровка подписи** | | | | | | | | | | |
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| **расшифровка подписи** | | | | | | | | | | | |  | **расшифровка подписи** | | | | | | | | | | |
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