XXXXXXXXXXXXX(文件名称)

**（摘要：**XXXXXXXXXXXXX）

|  |
| --- |
| **审批流程** |
|  | **姓名** | **职务/单位** | **日期** |
| **编制** |  |  |  |
| **审核** |  |  |  |
|  |  |  |
| **批准** |  |  |  |

**修订历史：**

|  |  |  |  |
| --- | --- | --- | --- |
| **版本** | **日期** | **位置** | **修订更改内容** |
|  |  |  |  |
|  |  |  |  |

**目录**

文件正文