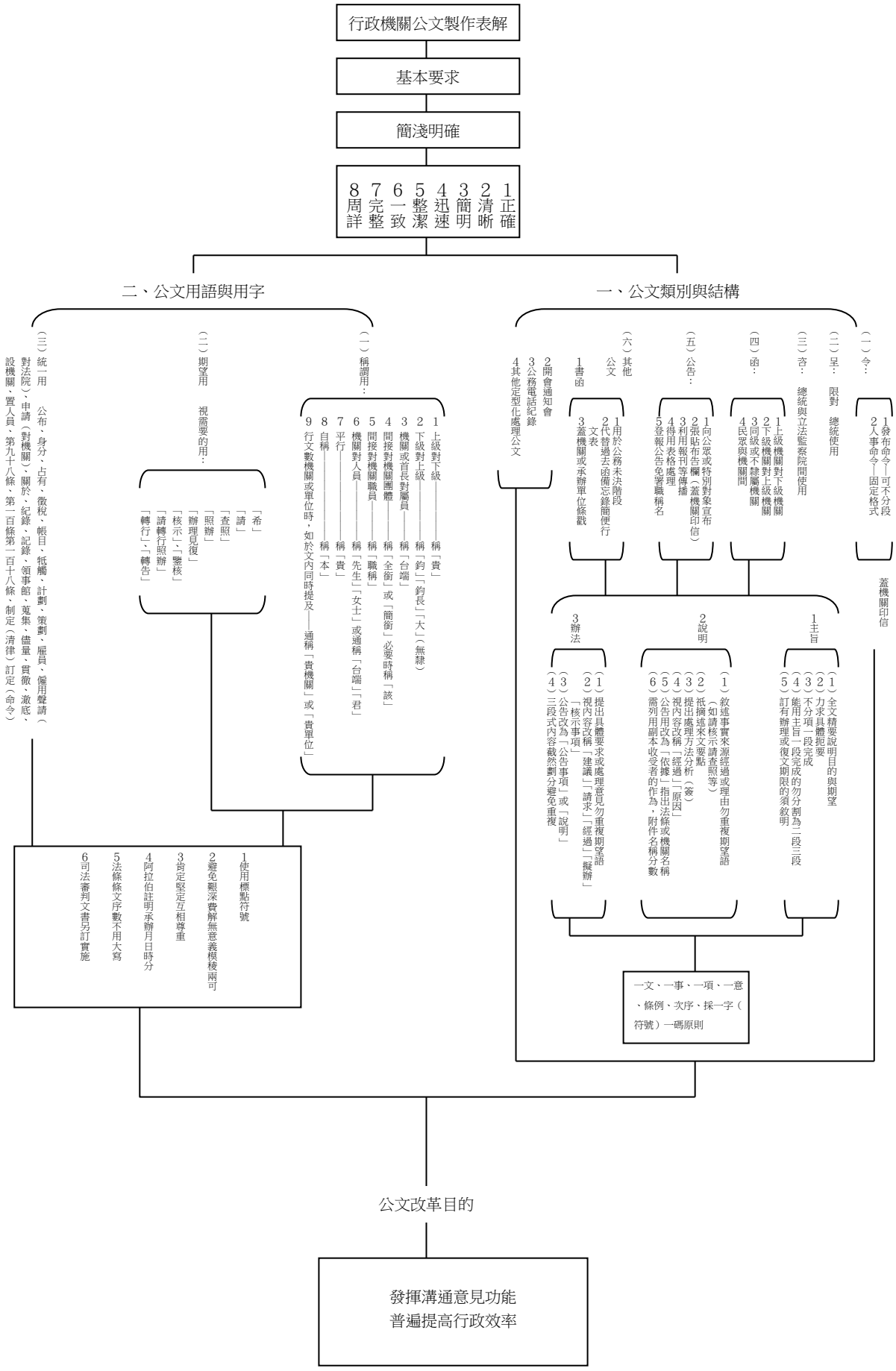附錄八：行政機關公文製作表解暨公文作法舉例