社外慶弔基準表

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 種　　別 | | | 得意先 | 同業者 | 仕入先 | 金融機関 | 官公庁 | ＯＢ |
| 担当部署 | | |  |  |  |  |  |  |
| 情報入手先 | | |  |  |  |  |  |  |
| 慶弔対象 | | |  |  |  |  |  |  |
| 慶　　　　弔　　　　基　　　　準 | 落成 | 祝金 |  |  |  |  |  |  |
| 花輪 |  |  |  |  |  |  |
| 電報 |  |  |  |  |  |  |
| 参列者 |  |  |  |  |  |  |
| 婚礼 | 祝金 |  |  |  |  |  |  |
| 電報 |  |  |  |  |  |  |
| 参列者 |  |  |  |  |  |  |
| 出産 | 祝金 |  |  |  |  |  |  |
| 傷病 | 見舞金 |  |  |  |  |  |  |
| お見舞 |  |  |  |  |  |  |
| 葬儀 | 香典 |  |  |  |  |  |  |
| 供花 |  |  |  |  |  |  |
| 電報 |  |  |  |  |  |  |
| 参列者 |  |  |  |  |  |  |
| 手伝い |  |  |  |  |  |  |
| 災害 | 見舞金 |  |  |  |  |  |  |
| お見舞 |  |  |  |  |  |  |
| 異動 | 餞別 |  |  |  |  |  |  |
| 挨拶 |  |  |  |  |  |  |