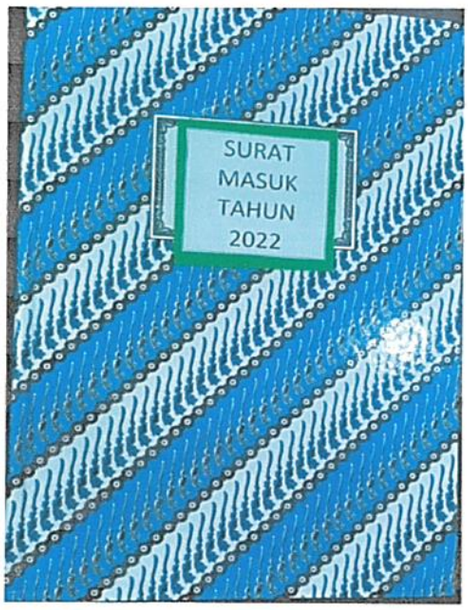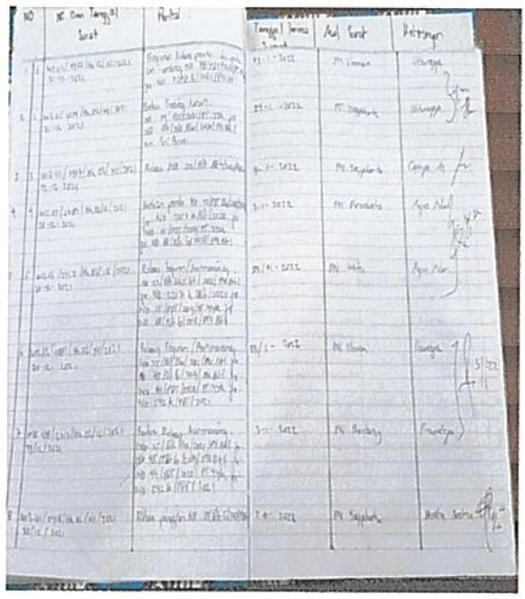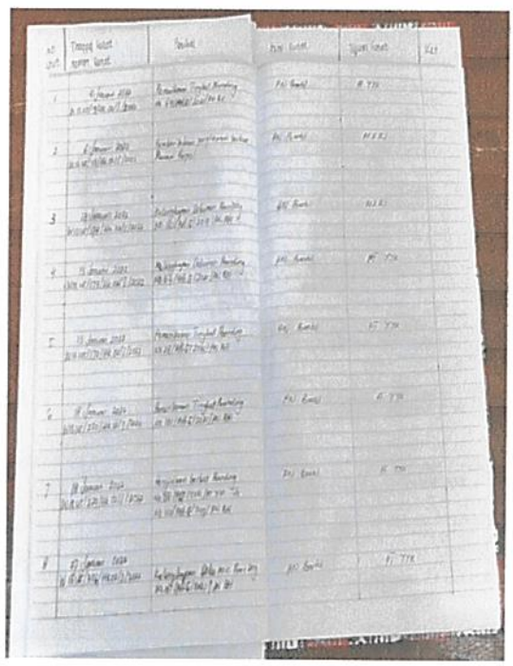94. 1 Buku Surat Masuk dan Surat Keluar