



印花機墨盒 / 色帶預訂表格
Order Form for Ink Cartridge/Ribbon Cassette

- 注意事項:**
1. 請將填妥的預訂表格傳真至議會會計部，號碼：2510-9907。
 2. 墨盒、色帶備妥後，會計部職員會以電話通知會員領取。
 3. 會員到議會辦事處領取墨盒、色帶時，必須攜同本表格正本、公司印章及已用完的墨盒、色帶。
 4. 議會辦事處的辦公時間為：星期一至五上午九時至下午一時、下午二時至五時三十分；星期六上午九時至下午一時。
- Notes:**
1. Please fax the completed order form to the TIC's Accounts Department on 2510-9907.
 2. Staff of the Accounts Department will notify members by phone when the ink cartridges or ribbon cassettes are ready for collection.
 3. Members must bring along the **original copy of this form, their company stamp and the used ink cartridges or ribbon cassettes** to the Executive Office in order to collect the ink cartridges or ribbon cassettes.
 4. The office hours of the Executive Office are 9am - 1pm and 2pm - 5.30pm (Mondays to Fridays); and 9am - 1pm (Saturdays).

第一部份(預訂時填寫) Part 1 (for placement of order)

請選擇適當的印花機型號，並列明所需墨盒或色帶的數量。

Please select the appropriate franking machine model number and indicate the quantity of ink cartridge(s) or ribbon cassette(s) requested.

型號 Model No	E7D6 (墨盒 Ink Cartridge)	B7A9 (色帶 Ribbon Cassette)	DM100 (墨盒 Ink Cartridge)
數量 Quantity			

會員名稱 Name of Member: _____

牌照號碼 Licence No.: _____ 聯絡人 Contact person: _____

聯絡電話 Contact No.: _____ 傳真號碼 Fax No.: _____

We undertake to use the ink cartridges and/or ribbon cassettes properly and solely in franking machines provided by the Travel Industry Compensation Fund Management Board for the purpose of levy collection, and understand that we may have to pay for the replacement costs should there be improper use of the ink cartridges and/or ribbon cassettes.

本公司承諾會妥善使用有關墨盒、色帶，並只會將之用於旅遊業賠償基金管理委員會提供的印花機內，以作加蓋印花之用。本公司明白，若不當使用墨盒、色帶，本公司可能需要支付替換費用。

公司負責人簽署及公司印章
Signature of authorized person and company stamp

日期 Date

第二部份(領取時使用) Part 2 (for collection)

只供議會辦事處填寫 For official use only

數量 Piece Count: _____

經辦 Processed by: _____ 日期 Date: _____

會員簽收 Acknowledged receipt by Member

公司印章 Company Stamp