

指南牌申請表(寫字樓)
REQUISITION FOR SIGNAGE (OFFICE)

致 : 時代廣場有限公司
香港銅鑼灣勿地臣街 1 號時代廣場二座 15 樓 1501-6 室
(請填妥後交回時代廣場有限公司)

To : Times Square Limited
Suites 1501-6, Tower Two, Times Square, 1 Matheson Street, Causeway Bay, Hong Kong
(Please complete and return to Times Square Limited)

本人
I/We _____

為*一座 / 二座_____之租戶

being tenant of _____ * Tower One / Tower Two

現特此為上述單位申請供應及安裝有關之大廈指南牌，式樣如下 :-

hereby apply for provision and installation at the above-mentioned premises and in the Building's
directory boards of signage to appear as :-

英文
(IN ENGLISH)

中文
(IN CHINESE)

本人承諾支付上述之工程，數量及費用如下 :-

We undertake to pay the cost of the above installations at the following rates :-

二樓大堂指南名牌每條港幣\$400 元正 共_____條
HK\$400.00 per strip for 2/F directory board

新增單位名牌每個港幣\$300 元正 共_____個(需得業主批准)
HK\$300.00 per additional suite sign plate (subject to Landlord's approval)

樓層指南名牌貼紙每張港幣\$200 元正 共_____塊
HK\$200.00 per sticker for floor directory board

單位正門名牌貼紙每張港幣\$100 元正 共_____塊
HK\$100.00 per suite sign sticker at the entrance of premises

總費用 港幣
Total cost : = HK\$

簽署及公司蓋章
Signature with Company Chop :

電話號碼

Telephone No. :

日期

Date :

* 請刪去不適用者

* Please delete where inapplicable