



複印申請表格（供職員使用） Request Form for Photocopying (for Staff)

請於填寫本表格前參閱以下須知。Please read the following notes before completing this form.

- 請於上課前七個工作天將此表格遞交予本院職員。
Please submit this form to the School seven working days before the requested date of photocopy delivery.
- 即時申請複印，一概恕不受理。
Immediate requests for photocopying will not be entertained.
- 此表格只供複印一個課程／班別所需之複印件。
One form should be completed for photocopying service of each course/class.
- 如申請表格上沒有職員簽署，閣下之申請將不會受理（以電郵申請除外）。
Forms without the signature of a staff (unless submitted by e-mail) will not be processed.
- 請將填妥之表格連同原稿交予本院中環、尖沙咀、將軍澳或其他教學中心；或電郵至 photocopy@scs.cuhk.edu.hk；或傳真至 3110-0611（如適用於港島區課程）、2367-2593（如適用於九龍及新界區課程）或 2770-6376（如適用於將軍澳教學中心課程）。
Completed forms should be sent together with master copies to Central/Tsim Sha Tsui/Tseung Kwan O Learning Centre or other learning centres of the School; or e-mail to photocopy@scs.cuhk.edu.hk; or fax to 3110-0611 (for delivery to learning centres on HK Island), 2367-2593 (for delivery to learning centres in Kowloon and NT) or 2770-6376 (for photocopies needed at TKO Learning Centre).
- 如有任何查詢，請致電 2209-0279/ 2209-0482。
For enquiries, please call 2209-0279/ 2209-0482.

課程編號 Programme/Course Code			
課程名稱 Programme/Course Title			
上課／送件日期 Date of Delivery		上課／送件時間 Time of Delivery	
來稿頁數 Pages of Master Copy		印製份數 No. of Copies Required	

請於適當的方格內填上☐號 Please tick ☐ the appropriate box

教學中心 Learning Centre	<input type="checkbox"/> 美國銀行中心【中環】Bank of America Tower (Central)	課室編號 Classroom No.
	<input type="checkbox"/> 東海商業中心【尖東】East Ocean Centre (Tsim Sha Tsui East)	
	<input type="checkbox"/> 安年大廈【尖沙咀】Oriental Centre (Tsim Sha Tsui)	
	<input type="checkbox"/> 將軍澳教學中心【將軍澳】Tseung Kwan O Learning Centre (Tseung Kwan O)	
	<input type="checkbox"/> Keeping Lee Photography Co. Limited【銅鑼灣】(Causeway Bay)	
	<input type="checkbox"/> 詠春樓國術會【太子】Ving Tsun House Martial Arts Association (Prince Edward)	
	<input type="checkbox"/> 香港社會福利服務從業員協會【油麻地】 Hong Kong Social Welfare Employees Association (Yau Ma Tei)	
	<input type="checkbox"/> 恩林學習中心【油麻地】Adam Learning Centre (Yau Ma Tei)	
	<input type="checkbox"/> 香港兆基創意書院【九龍城】HKICC Lee Shau Kee School of Creativity (Kowloon City)	
	<input type="checkbox"/> 香港生產力促進局【九龍塘】Hong Kong Productivity Council (Kowloon Tong)	
	<input type="checkbox"/> 藝舍創作室【火炭】Arthome.hk (Fo Tan)	
	其他教學中心 Other Learning Centre _____	

職員姓名 (博士／先生／小姐／女士／太太)* 聯絡電話
Name of Staff _____ (Dr./Mr./Miss/Ms./Mrs.)* Contact No. _____

(i) 印製方式 Format of Copies : (如沒有指定印製方式，本院會採用雙面影印。If not specified, copies will be double-sided.)

☐單面 Single-sided ☐雙面 Double-sided ☐釘裝 Stapled ☐其他 Others: _____

(ii) 複印用途 Usage of Copies:

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* 請刪去不適用者。Please delete if inappropriate.

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