Canon
Delighting You Always

Canon Color Multi-Functional Copier Meter Reporting Form
佳能彩色多功能影印機報錶表格

To facilitate our calculation and billing of the monthly TG charge (details as per the Total Guarantee Agreement), please:
為方便計算貴公司每月之影印費用，請填寫下列資料 ：(詳情請參考保養合約)

1. Fill in the required information on this master Copier Meter Reporting Form
   填上所需資料於下列表格內
2. Return the complete meter reporting form to us by FAX at **2369 3884/2739 3600** or by POST **every month.**
   將填妥表格於**每月**傳真至 **2369 3884/2739 3600** 或 郵寄回本公司

Note:	We will BILL by estimating your copy volume based on previous service record **without further notice** if we do not receive your meter reading form after month end.
注意:	如每月月底前仍未收到貴公司的度數資料，本公司會以貴公司過往用量作為評估下月收費的依據，**恕不另行通知**。

For service call or toner ordering, please call **3191-2323.**
如需維修服務或炭粉，請致電 **3191-2323**.
For invoice enquiry, please call **3191-2338**.
如需發票查詢，請致電 **3191-2338**.

Other Reporting Methods 其他報錶方法
1. By e-mail 電子郵件 : meter_r@chk.canon.com.hk
2. On web 網上報錶 : http://www.canon.com.hk
* Please specify the testing usage if any 如有維修紀錄，請說明之。

Customer Code / Company Name
顧客編號 / 公司名稱 /

Model No. / Serial No.
型號 / 機身編號 /

Meter Name 錶數名稱	Previous Reading 上次讀數	Present Reading 今次讀數	Usage 用量
Total (101)			
Meter (407)			
Meter (408)			
Meter (108)			
Meter (437)			
Meter (438)			
Meter (439)			
Meter (440)			

Month
月份 _____

Contact Name
聯絡人姓名 _____

Contact Tel
聯絡人電話 _____

Co's Chop & Signature
公司印鑑及簽署

_____

Reporting Date
報錶日期 _____

FOR SERVICE RECORD ONLY 維修紀錄專用 (Fill by Technician 此欄由維修員填寫)

Date	Service No.	Test Copies Meter (407)	Test Copies Meter (408)	Test Copies Meter (108)	Test Copies Meter (437)	Test Copies Meter (438)	Test Copies Meter (439)	Test Copies Meter (440)	Technician's Signature