



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](mailto: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	Previous Reading	Present Reading	Usage																								
錶數名稱	上次讀數	今次讀數	用量																								
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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 Black	Test Copies Color S	Technician's Signature