



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	Previous Reading							Present Reading							Usage						
錶數名稱	上次讀數							今次讀數							用量						
101																					
Total 1																					
108																					
Total BK																					
402																					
Copy/Print Color S																					
114																					
Total 1 (Two Side)																					

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 108 Total BK	Test Copies 402 Color S	Technician's Signature