

10mm		20mm	12mm						
<p>汉仪大宋简 16 pt Bodoni MT 16 pt</p> <p>Arial 16 pt</p> <p>华文细黑 8 pt Arial 8 pt</p>	<p>遗留物品认领单 Lost & Found Property Claim Record</p> <p>No.</p> <p>编码 Article(No.) _____ 日期 Date _____</p> <p>姓名 Name _____</p> <p>证件号码 Passport No./ID No. _____ 联系电话 Telephone No. _____</p> <p>通讯地址 Address _____</p> <p>我在此申明我代表 _____ 认领被遗留在酒店的物品。 I hereby acknowledge receipt of the mentioned articles on behalf of _____</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%; text-align: center;"> _____ 收到人签字 Signature of Receiver </td> <td style="width: 33%; text-align: center;"> _____ 经手人 Handled by </td> <td style="width: 33%; text-align: center;"> _____ 部门 Witness (Front Office) </td> </tr> <tr> <td style="text-align: center;"> 原件:客户部 Original:Housekeeping </td> <td style="text-align: center;"> 第二联:客人 Second Copy:Guest </td> <td style="text-align: center;"> 第三联:前台 Third Copy:Front Office </td> </tr> </table>	_____ 收到人签字 Signature of Receiver	_____ 经手人 Handled by	_____ 部门 Witness (Front Office)	原件:客户部 Original:Housekeeping	第二联:客人 Second Copy:Guest	第三联:前台 Third Copy:Front Office		4mm
_____ 收到人签字 Signature of Receiver	_____ 经手人 Handled by	_____ 部门 Witness (Front Office)							
原件:客户部 Original:Housekeeping	第二联:客人 Second Copy:Guest	第三联:前台 Third Copy:Front Office							
				4mm					

Material
Carbolic Carbon Paper

Font
Arial & Bell MT

Color
PANTONE 187C

Size
190 * 130 mm