华文细黑、Arial 12 pt

11mm

25mm   11mm

9mm

汉仪大宋简 16 pt
Bodoni MT 16 pt

内部调拨单
Internal Transfer Form

Arial 16 pt

No.

□ 运作工具 Operating Equipment
□ 食品 Food
□ 酒水 Beverage
□ 其他 Others

HO TEL
CITY

华文细黑8 pt
Arial 8 pt

调入部门
Transferred In Dept. _____

调出部门
Transferred Out Dept. _____

日期
Date _____

| 货 号
Article | 品 名
Items | 规 格
Description | 单位
Unit | 数 量 Qty | | 单 价
Price | 金 额
Amount |
				申请数 Required	实发数 Issued		

备注
Remarks

合计
Total

调入部门
Transferred In Dept. _____

申请人
Requested by _____

负责人
Person Approved _____

收领人
Received by _____

调出部门
Transferred Out Dept. _____

经办人
Handled by _____

负责人
Person Approved _____

第一联(白): 财务部
First Copy (White): Finance Dept.

第二联(红): 转出部门
Second Copy (Pink): Transferred Out Dept.

第三联(黄): 转入部门
Third Copy (Yellow): Transferred In Dept.

9mm

Material
Carbolic Carbon Paper

Color
PANTONE 187C

Size
210 * 145 mm

Font
Arial & Bell MT

All dimensions in millimeters. Not to scale.