

汉仪大宋简 17 pt Bodoni MT 17 pt	物品借用单 Article on Loan		
Arial 17 pt	No.		
华文细黑 9 pt Arial 8 pt	房号 Room No. _____	日期 Date _____	
	客人姓名 Guest Name _____	员工姓名 Staff Name _____	
	请申明我们已根据您的要求向您提供以下借用物品： Please acknowledge receipt of the following articles on loan to you at your request:		
	借用物品 Description	数量 Quantity	
	_____	_____	
	_____	_____	
	_____	_____	
	_____	_____	
	由于借用物品有限，我们希望您使用完毕后尽快归还方便其他客人使用。 As there is limited stock of the above articles we would appreciate it if you could kindly return them immediately after use for the convenience of other guests.		
	借用物品在离店前未能归还或易造成损坏，赔偿费用将记入您的账单 If the above article(s) are not returned upon or before your departure date, or returned with damages, a replacement cost will be added to your bill.		
	_____ 客人签名 Signature of Guest		
	归还日期 Date Returned _____	回收人 Received by _____	
	备注 Remarks _____		
	第一联(白): 客人 First Copy (White): Guest	第二联(红): 收银 Second Copy (Pink): F. O.Cashier	第三联(黄): 客户部 Third Copy (Yellow): Housekeeping

Material
Carbolic Carbon Paper

Font
Arial & Bell MT

Color
PANTONE 187C

Size
145 * 297 mm