寄售圖書申請表格

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| 機構/社團名稱 | : (中文) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | : (葡文/英文) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 聯絡人名稱 | : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 聯絡人職稱 | : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 辦公地址 | : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 電郵 | : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 聯絡電話 | : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 傳真電話 | : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

請填寫寄售圖書資料

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| 序 | ISBN | 書名 | 作者 | 單價 | 寄售數量 | 總金額 |
| 1 |  |  |  |  |  |  |
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| □ 有填寫書籍附加頁 |

寄售要求：

1. 寄售單位需擁有相關圖書的合法版權/著作權。
2. 寄售圖書需具備國際書號（ISBN），請提供每種圖書之簡介。
3. 不接受任何市販及非自有著作權/版權之圖書。
4. 寄售單位允許文化公所使用其書籍封面，內文，版權書目等資料進行宣傳。
5. 文化公所會收取以上寄售書籍之行政費，即銷售價的3成。
6. 表格提交後，本司將在三個工作天內與申請者聯繫；
7. 所寄售賣之圖書，本司將年度進行結算，約每年3月底以電郵或電話方式通知寄售單位。
8. 圖書售價一律以澳門元展示及結算。
9. 寄售單位完成填寫此申請表格，請電郵word文件檔至本司郵箱，待確認後，請親臨文化公所遞交正本(一式兩份)，雙方各持一份正本為據。
10. 上述事項未盡妥善之處，文化公所保留最終解釋及修訂之權利。

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| **□ 本機構代表人/本人已閱讀過本寄售須知，並同意須知所述之事項。** |
| 負責人簽名及蓋章 | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 日期 | : \_\_\_\_\_\_\_\_\_\_\_\_年\_\_\_\_\_\_\_\_月\_\_\_\_\_\_\_\_日 |

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| 工作人員填寫欄 |
| 寄售編號 : CHCB \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 收件日期 : \_\_\_\_\_\_\_\_\_年\_\_\_\_\_月\_\_\_\_\_日 | 確認日期 : \_\_\_\_\_\_\_\_\_年\_\_\_\_\_月\_\_\_\_\_日 | 聯絡日期 : \_\_\_\_\_\_\_\_\_年\_\_\_\_\_月\_\_\_\_\_日 |
| 檢查同事 : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 確認同事：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 備註 : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

附：寄售圖書申請表格—圖書資料

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| 書籍附加頁 |
| 序 | ISBN | 書名 | 作者 | 單價 | 寄售數量 | 總金額 |
| 6 |  |  |  |  |  |  |
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