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## PURPOSE 目的

To ensure that all PR collaterals are up to the required standard (either determined by corporate or at hotel level), all collaterals must be proof-read by concerned department heads before submitting to the supplier for printing.

确保所有的公共关系宣传印刷品都能达到标准（不管是公司还是酒店制定的），所有的宣传印刷品在提供给供应商印刷前必须被有关部门负责人进行校对。


## POLICY 程序

When the Purchasing Manager received the collateral sample, he / she must stamp a seal with the following details on the sample supplied by the supplier:

当采购经理收到印刷品的样品时，他/她必须加盖一个包含下列信息的印章在供应商提供的样品上：

Date 日期:	No 编号:
User Dept 使用部门:	
Dept Head 部门负责人:	Date 日期:
PRM 采购经理:	Date 日期:
GM 总经理:	Date 日期:

- He / she will date, write the user department and indicate the reference no. sequence before circulating the collateral sample to the concerned department head for proof-reading.  
在传给相关部门负责人审阅校对之前，采购经理将标注日期，使用部门和连续编号。
- When the department head receives the collateral sample, he / she will vet for any typo, grammar errors (English & Chinese). Should there be no error detected, he / she will forward it to the PR Manager for further proof-reading.  
当使用部门负责人收到印刷品样品时，他/她将审查打印错误，语法错误（中英文）。应该在确保没有错误后，他/她将此样品送至采购经理进行进一步校对。
- However, should there be any errors found, the collateral sample would be returned to the Purchasing Manager to be returned to the supplier to provide a fresh collateral sample.  
尽管如此，如果发现任何的错误，该印刷品样品将被返还至采购经理，再将其退还给供应商要求重新提供一个正确的样品。
- When the Purchasing Manager received the revised collateral sample together with the original collateral sample, the above steps are to be repeated.  
当采购经理收到修改后的印刷品样品，连同原始的样品，重复进行上述步骤。
- The PR Manager will vet the logo, color schemes, type sets besides verifying any typo or grammar errors.  
除了审查打字错误和语法错误之外，采购经理将审查logo，配色方案，文字方案。
- The General Manager will endorse the PR collateral if no further errors are found.  
如果没有更多的错误被发现，总经理将签字批准此公共关系宣传印刷品。

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- The Purchasing Manager will then submit the final proof with all the relevant signatures to the supplier for printing.  
采购经理随后将带有所有相关签字的终校样板提供给供应商进行印刷。
- Should there be any dispute with the printed materials delivered; the final proof is used as reference to negotiate with the concerned supplier.  
如果对运送来的印刷品有争执，最终样板被用作参照物来跟供应商进行协商。