


<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>1mm</p> <p>8mm</p> <p>汉仪大宋简 Bodoni MT 16 pt</p> <p>Arial 16 pt</p> <p>华文细黑 Arial 8 pt</p> <p>8mm</p> <p>华文细黑 Arial 6 pt</p> <p>8mm</p> </div> <div style="width: 55%; text-align: right;"> <p>1mm</p> <p>25mm</p> <p>1mm</p> </div> </div>	<div style="text-align: right; margin-bottom: 20px;">  </div> <div style="text-align: center;"> <h2 style="margin: 0;">有关房间及房租更改通知</h2> <h3 style="margin: 0;">Room /Rate Change Notification</h3> <h4 style="margin: 0;">No. _____</h4> </div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 48%;"> <p>日期 _____ Date _____</p> <p>宾客姓名 _____ Guest Name _____</p> <p>团体代号 _____ Group Code _____</p> <p>请转房价/转房 Please Change Rate/ Change Room</p> <p>由 (房间) _____ From (Room No.) _____</p> <p>由 (房价) _____ From (Room Rate) _____</p> <p>由 (日期) _____ From (Date) _____</p> <p>原因 _____ Reasons _____</p> <p>宾客服务员 _____ Front Office _____</p> </div> <div style="width: 48%;"> <p><input type="checkbox"/> 转房 Change Room <input type="checkbox"/> 转房价 Change Rate</p> <p>房间号码 _____ Room No. _____</p> <p>至 (房间) _____ To (Room No.) _____</p> <p>至 (房价) _____ To (Room Rate) _____</p> <p>至 (日期) _____ To (Date) _____</p> <p>批准人 _____ Approved by _____</p> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 20px; font-size: small;"> <div style="width: 22%;"> <p>第一联 (白) : 前台 First Copy (White): Front Desk</p> </div> <div style="width: 22%;"> <p>第二联 (黄) : 管家部 Second Copy (Yellow): Housekeeping</p> </div> <div style="width: 22%;"> <p>第三联 (蓝) : 财务部 Third Copy (Blue): Finance</p> </div> <div style="width: 22%;"> <p>第四联 (红) : 送餐部 Fourth Copy (Pink): Room Service</p> </div> </div>
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Material

Carbolic Carbon Paper

Font

Arial & Bell MT

Color

PANTONE 187C

Size

170 * 120 mm

All dimensions in millimeters. Not to scale.