

**指南牌申請表(寫字樓)**  
**REQUISITION FOR SIGNAGE (OFFICE)**

致 : 時代廣場有限公司  
香港銅鑼灣勿地臣街 1 號時代廣場二座 15 樓 1501-6 室  
(請填妥後交回時代廣場有限公司)

To : Times Square Limited  
Suites 1501-6, Tower Two, Times Square, 1 Matheson Street, Causeway Bay, Hong Kong  
(Please complete and return to Times Square Limited)

本人  
I/We \_\_\_\_\_

為\*一座 / 二座\_\_\_\_\_之租戶

being tenant of \_\_\_\_\_ \* Tower One / Tower Two

現特此為上述單位申請供應及安裝有關之大廈指南牌，式樣如下 :-

hereby apply for provision and installation at the above-mentioned premises and in the Building's  
directory boards of signage to appear as :-

英文  
(IN ENGLISH)

中文  
(IN CHINESE)

本人承諾支付上述之工程，數量及費用如下 :-

We undertake to pay the cost of the above installations at the following rates :-

二樓大堂指南名牌每條港幣\$400 元正      共\_\_\_\_\_條  
HK\$400.00      per strip for 2/F directory board

新增單位名牌每個港幣\$300 元正      共\_\_\_\_\_個(需得業主批准)  
HK\$300.00      per additional suite sign plate (subject to Landlord's approval)

樓層指南名牌貼紙每張港幣\$200 元正      共\_\_\_\_\_塊  
HK\$200.00      per sticker for floor directory board

單位正門名牌貼紙每張港幣\$100 元正      共\_\_\_\_\_塊  
HK\$100.00      per suite sign sticker at the entrance of premises

總費用      港幣  
Total cost :      =      HK\$

簽署及公司蓋章  
Signature with Company Chop :

電話號碼

Telephone No. :

日期

Date :

\* 請刪去不適用者

\* Please delete where inapplicable