

# 國立澎湖科技大學講義印製申請、具結單

REQUEST FOR ACADEMIC ZEROXING SERVICE, NATIONAL PENGHU UNIVERSITY

使用系別/班級 Department/Class		科目 Course Title	
<input type="checkbox"/>	想在進修推廣辦公室提領的話，請打鉤。 Check here if you rather pick it up at the <b>Office of Evening School (A207)</b> in the evening hours. The handouts will be deposited there.		
來稿日期 Submitting Date	Year Month Day Time _____ 年 _____ 月 _____ 日 _____ 時		
取用日期 Pick-up Date	Year Month Day Time _____ 年 _____ 月 _____ 日 _____ 時		
製版數目 Quantity	原稿面數: Num. of Original Copy	使用人數: Num. of Duplicate	總張數: Total
印製格式 Paper Size	A3    B4 A4    B5	單面 <input type="checkbox"/> Single Sided	雙面 <input type="checkbox"/> Double Sided
<p>壹、備註：</p> <ol style="list-style-type: none"> <li>1.本處承印之講義以教師自行編撰之稿件為原則。</li> <li>2.請於二日前交稿，以免擠稿延誤。</li> <li>3.本校各單位及系科已普設影印機，為節省製版經費，每張原稿，以使用人數30人（複印數）以上為申請原則。</li> <li>4.本校定期考試（含畢業考）前一週為印製考試卷期間，無法印製其他講義資料【不便之處，敬請原諒】。</li> </ol> <p>貳、具結：付印之資料如有違反著作權法之情形者，一切責任概由申請人承擔。</p> <p><b>N.B.</b> 1.We duplicate class handouts.          2.Allow at least two working days between submitting and pick-up dates.          3.Duplicates should be made no less than 30 sets. Please turn the smaller jobs to the photocopiers in the department.          4.Requests submitted in the week prior to the midterm, final and graduation exams will be queued.</p> <p><b>Disclaimer:</b> The requester shall be held responsible for violating the Copyright Laws.</p>			
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