

## 政府戶口申請 / 資料更改表格 Government Account Application / Change Information Form

請選擇所需服務及填妥本申請表格傳真至 2665 8686 或電郵至 [govt@coolwater.com.hk](mailto:govt@coolwater.com.hk) 客戶服務部或登入清涼水網站上傳資料

Please complete this Application Form and send to our Customer Service Department by fax at 2665 8686 or email to [govt@coolwater.com.hk](mailto:govt@coolwater.com.hk) or log in <https://eshop.varecool.com/> to upload info

所需服務  開戶 Open New Account  結束戶口 Close Account  重新開戶 Re-open Account

Required Service:  更改客戶資料 Change Customer Information (只需填寫更改部份 Fill in change(s) in information only)

### 客戶資料 Customer Information

客戶編號 Customer Code: \_\_\_\_\_ 生效日期 (表格收到後七個工作天內生效) Effective Date (7 working days after application form is received): \_\_\_\_\_

政府部門 Dept. Name: \_\_\_\_\_

單位名稱 Section Name: \_\_\_\_\_

地址 Address: Room \_\_\_\_\_ Floor \_\_\_\_\_ Block \_\_\_\_\_ Building \_\_\_\_\_

街 Street \_\_\_\_\_ 地區 District \_\_\_\_\_ \*香港/九龍/新界 \*HK/Kln/NT

聯絡姓名 Contact Person: \*先生/女士/太太 \*Mr/Ms/Mrs \_\_\_\_\_ 電話號碼 Telephone No: \_\_\_\_\_

傳真機號碼 Fax No: \_\_\_\_\_ 電郵地址 #Email - Address: \_\_\_\_\_

\*我們將以此電郵/傳真於生效日期前與客人聯絡並提供客戶編號、密碼及送貨期作訂購用途。

Prior to the effective date, we will provide you your account information via email/ fax for ordering use.

### 更改細節 Change of Company / Customer Details

請在適當的方格內加上“✓” Please enter “✓” in the appropriate box(es)

\* Change Credit Account Customer Name, please fill in a separate form 更改信貸賬戶客戶名稱, 須另填表格

a. 更改政府部門及單位名稱 Change Dept. & Section Name  b. 更改送貨地址 Change Delivery Address  c. 更改賬單地址 Change Billing Address

a. 更改政府部門及單位名稱 Change Dept. & Section Name

現時名稱 Current Name: \_\_\_\_\_

新名稱 New Name: \_\_\_\_\_

b. 更改送貨地址 Change Delivery Address

新送貨地址 New Delivery Address: Room \_\_\_\_\_ Floor \_\_\_\_\_ Block \_\_\_\_\_ Building \_\_\_\_\_

街 Street \_\_\_\_\_ 地區 District \_\_\_\_\_ \*香港/九龍/新界 \*HK/Kln/NT

c. 更改賬單地址 Change Billing Address  合併月結單 Combined Statement (客戶編號 Customer Code: \_\_\_\_\_)

新賬單地址 New Statement Address: Room \_\_\_\_\_ Floor \_\_\_\_\_ Block \_\_\_\_\_ Building \_\_\_\_\_

街 Street \_\_\_\_\_ 地區 District \_\_\_\_\_ \*香港/九龍/新界 \*HK/Kln/NT

\* 請刪去不適用者 Delete whichever not appropriate

# 送貨地址更新會透過電子郵件通知 Change of delivery address is notified by email

授權簽署及部門/單位印鑑  
Authorized Signature & Department/Section Chop  
姓名 Name: \_\_\_\_\_  
職位 Title: \_\_\_\_\_  
日期 Date: \_\_\_\_\_

授權人簽署及新部門/單位印鑑  
Authorized Signature & New Department/Section Chop  
姓名 Name: \_\_\_\_\_  
職位 Title: \_\_\_\_\_  
日期 Date: \_\_\_\_\_

備註 Notes: 依據條款,任何遺失或損壞或未能退還之水樽及膠架,分別以每個港幣伍拾及二百元計算作賠償。According to the terms and conditions, each lost/damaged bottle and plastic crate will be charged at HK\$50.00 and HK\$200.00 respectively.

甘泉食品有限公司 香港新界大埔工業邨大利街6號5樓

FOUNTAIN FOOD PRODUCTS LTD. 5th Floor, 6 Dai Li Street, Tai Po Industrial Estate, New Territories, Hong Kong.

Hotline for Government Account 政府客戶專用熱線: 2121 7106 Order Hotline 訂購熱線: 2663 7088 Fax 傳真: 2665 8686