

NCHU Department of Business Administration

Application Form of Handouts Photocopy Services

Rev. No.: _____

Rev. Date: _____

The following application is based on the course requirements.

The declaration regarding copyright issues is as follows: (Please select one)

- All photocopied handouts are my original work.
- All photocopied handouts are works of others, but the copyright issues have been resolved.
- The photocopied handouts are compiled by incorporating parts of others' works, and there are no copyright issues.
- The photocopied handouts are compiled by incorporating others' works, and the related copyright issues have been resolved.

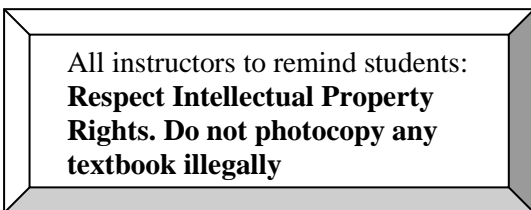
The above statement is true, and I will be obligated to bear the legal liability in case of any copyright issues.

The details of the handouts photocopy are as follows:

Class Number	Course Name	Course degree /grade	Number of single-sided pages of the originals	Required Quantity	Notes	Amount <small>(To be filled out by the photocopy shop)</small>

*Any alterations to the photocopied details are invalid. If there are any changes, please fill out the form again.

*For double-sided photocopied, please calculate as 2 single pages.



Instructor signature: _____

Application date: YYYY/MM/DD

Required date: YYYY/MM/DD AM PM

Applicant : _____

Applicant's phone number: _____

Recipient's name: _____

Date of Collection: YYYY/MM/DD

Stamped by the Department Office

Application Procedure:

1. The instructor fills out the form and then submits it to the Department office.
2. Please complete the application procedure in advance and allow 3 working days before the required date.

※ In case of discrepancy between the Chinese version of terms & rules and its English translation, the Chinese version shall prevail.