|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **借貨單** | | | | | |
| **填寫日期\*：** | | | | | |
| **申請人\*** | |  | **所屬部門\*** | |  |
| **客戶名稱\*** | |  | **專案名稱\*** | |  |
| **聯絡人\*** | |  | **預計借貨日期\*** | |  |
| **電話\*** | |  | **預計歸還日期\*** | |  |
| **地址** | |  | | | |
| **項次** | **品名/規格/料號** | | | **數量** | **借貨用途** |
| 1 |  | | |  |  |
| 2 |  | | |  |  |
| 3 |  | | |  |  |
| 4 |  | | |  |  |
| 5 |  | | |  |  |
| 6 |  | | |  |  |
| **備註** |  | | | | |

【備註事項】

1. 此單紅色星號為必填欄位，請務必照實填寫。
2. 如合作廠商專案執行前有貨品借用需求，請先申請此表單。

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| 管理部： | 部門主管： | 申請人： |