

Dear Sir/Madam,
致各承判商負責人:

Our project manager has certified the completed work associated with the below Purchase Order. Kindly prepare an invoice as per the following information and return it to us by replying to this email. Please **do not** change the email subject.

請根據下列表格內的資訊準備發票，並以「回覆此電郵方式遞交給我們」(註：請勿更改電郵標題)。

Submission deadline: within 3 months from the issue date of this email. The payment certificate will be voided automatically if the invoice is not submitted within the deadline.
提交截止日期：請於電郵發出日期起三個月內提交發票，否則此證明將自動作廢。

Purchase Order No. / 訂單號碼: [PO# OS12345678]

Line No. 序號	Item Description 項目描述	Quantity 數量	Amount 金額 HKD
1	ABC	2	650.00
2	CDE	1	50.00
3	FGH		77.00
Sub Total / 小計			777.00

Deductions / 扣減項目:

Retention Amount (保固金金額)	7.00
Contra Charge Amount (抵扣金額)	2.70
Employee Compensation Insurance Premium (僱員勞工保險費用)	9.00

Net Payment Amount for Certified Workdone / 應付淨額: 767.30

This is a computer-generated email. If you have any questions, please contact our project manager at +852 2746 9628.

此為電腦自動發出之電郵。如有查詢，請致電項目經理 +852 2746 9628。

Thank you for your cooperation.
謝謝合作！

Chubb Hong Kong Limited