

VISIT TO CLAYPOT FACTORY / 参观瓦煲標工厂 (I-CITY, SHAH ALAM)

I wish to request a visit to your factory as below / 参观瓦煲標工厂所需填妥的资料

Name of Group / School / Organization 团体/学校/社团名称		
Name of Person-in-charge / Group Leader 负责人/领队名字		
Contact number 联络号码	Tel: 电话:	Fax: 传真:
Date of Visit & Time of Arrival 到访日期 & 到访时间		
Total No. of Visitors in Group (Estimated) Min. visitors: 10 pax 参观团总人数 (预计) 注*最低人数为10人	Adult (> 18 years old) 成人 (十八岁以上)	
	Youth (12-18 years old) 青年 (十二至十八岁)	
	Children (< 12 years old) 儿童 (十二岁以下)	
Preferred Language for Tour (English, Malay or Mandarin) 参观时所偏好的语言 (英/巫/中)		
Special requests / remarks (if any) 特别要求/备注 (如有)		

Thank you /谢谢。

Yours sincerely /此致，

Official stamp (with address), if any

正规印章 (与地址)，如有：

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Name /名字:

Date /日期:

Kindly fax / email form to us. For more information, please refer to below:

请将表格传真或电邮本公司，详情如下:

Office Number / 公司电话: 03-3344 3933 Fax / 传真: 03-3344 6933 Mobile / 手机: 012- 221 7383

Email / 电邮: pohli@linaco.com.my

Confirmation: Please allow minimum of 7 workings days.

申请确认: 需时7个工作日或以上。

Tours generally take about 45 mins – 60 mins. Agenda of tour: (1) Briefing / Video Show

(2) Tour of Production, (3) Sampling Session / Q&A

参观工厂需时约45至60分钟。行程分为三大部分: (1) 简报/观赏影片, (2) 参观生产部, (3) 产品试吃/问答时段。

Entrance fees: No entrance fee. It's free! Do arrange your own transport.

入门票: 完全免费! 无需入门票。只需自行安排交通。