

综合辅导：写好合同的五十招(7) PDF转换可能丢失图片或格式，建议阅读原文

https://www.100test.com/kao_ti2020/235/2021_2022__E7_BB_BC_E5_90_88_E8_BE_85_E5_c85_235608.htm

第七部分：怎样打印和签署最后的定稿合同 44、 Print the contract on 24 pound bond paper instead of 20 pound copier paper. Using a heavy bond paper will make it easy to tell the original contract from copies. It will also last longer. 44、 用24磅的铜板纸而不是用20磅的复印纸来打印合同。用厚一点的纸不仅复印副本很容易，而且，它被保存的时间也要长一些。

45、 Print on pages using the same paper, and if pages are changed, reprint the document using the same paper. This will avoid an argument that pages were substituted after the contract was signed. 45、 打印整个合同要用同样的纸，如果打印过程中纸发生了改变，一定要用同样的纸再打印一次。这样做，对方就不会说合同在签署后被偷换了。

46、 Sign the contract in blue ink, not black ink. This, too, will make it easier to differentiate the signed original contract from photocopies. 46、 最好用蓝墨水而不是用黑墨水来签署合同，因为蓝墨水可以很容易地让人区别出哪个是合同正本，哪个是影印副本。

47、 Initial every page of the contract. Having each party initial each page of the contract will make it less likely that anyone could claim a page was changed after the contract was signed. 47、 让双方在每页合同上签字，这样做可以避免有人怀疑合同签署后被更改过。

48、 Identify the parties and witnesses who sign by providing blank lines below their signature lines for their printed names and addresses. This will make it easier to find the witnesses if the contract

is contested. And remember to include two witnesses for commercial leases.

48、在合同签名栏的下方留下一些空白行，以便合同双方和见证人填写他们的名字和地址。这样，一旦合同引起纠纷，就能很容易地找到证人。要记住，一般的商业租赁需要两个见证人。

49、Be sure that corporate officers include their titles, the corporation name and the word "as." Failure to do this can result in personal liability of the officer. The proper way to sign in a representative capacity is as follows: ABC Corporation, a Florida corporation By: _____ John Jones, as its President

49、签名者如果是公司官员，一定要写上他们的职务和其所在公司的名称。不这样做就可能导致这个官员个人承担责任。签约代表签名的正确方法如下：ABC公司，佛罗里达州分公司 签约代表：_____ 公司总裁：史密斯.琼斯

50、Add a notary clause that complies with the notary law. The notary acknowledgement in Appendix B is such a clause.

50、根据公证法增加公证条款，Concluding Advice最后的忠告。转贴于：考试大_商务英语考试 100Test 下载频道开通，各类考试题目直接下载。详细请访问 www.100test.com