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阅读原文

[https://www.100test.com/kao\\_ti2020/462/2021\\_2022\\_\\_E5\\_95\\_86\\_E5\\_8A\\_A1\\_E8\\_8B\\_B1\\_E8\\_c85\\_462864.htm](https://www.100test.com/kao_ti2020/462/2021_2022__E5_95_86_E5_8A_A1_E8_8B_B1_E8_c85_462864.htm) 日常办公室用语传真

(2) 1.From and To 发送者和接收者 A:What do you put on the fax cover page other than From and To? B:The title, total pages including the cover page, and telephone and fax numbers of each party. A：传真首页上除了发送者和接收者还写些什么？B：标题，页数包括扉页、双方的电话号和传真号。 2. Fax it to me 传真给我A: Mike, the contract is signed by our GM. Do you want me to send it overnight?B: Yes, please. Could you also fax it to me now?A：迈克，我们总经理在合同上签字了，我要用特快专递发给你吗？B：是的，请发给我。你能不能现在就传真一份给我？ 3.Fax template 传真格式A: Do we have a fax template of the company?B: We do. Ask Lisa to get an electronic copy.A：我们有统一的传真格式吗？B：有，去找丽莎要一个电子文档。 4.Followed by originals (contract) 续发原件（合同）A: Linda, I will fax the letter to you, followed by express mail of the originals.B: Thank you so much.A：琳达，我会传真一封信给你，再把原件快递续发给你。B：非常感谢你。 5.Legally acceptable 法律承认的 A: Can we use the faxed contract?B: It may not be legally acceptable. You can use it temporarily, but you need to get the originals ASAP.A: Why?B: Cause faxed copy can have forged signatures. A：我们能使用传真的合同吗？B：法律上是无效的，你可以临时使用，但你应该尽快拿到原件。A：为什么？B：因为传真件上的签名可以伪造。注：ASAP is short for as

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