

入札用封筒の記載例

(表面)

入札書

物件番号 南一〇

秦野市立南が丘公園自動販売機設置場所の貸付け

(あて先)  
秦野市副市長

秦野市桜町一丁目〇番〇号  
株式会社 〇〇会社  
代表取締役 秦野太郎

The diagram shows a 3D perspective of a rectangular envelope. On the left side, there are seven small rectangular checkboxes. The text is written in blue ink. The recipient's name and address are on the right, and the sender's name and address are on the left.

※記載例は横書きですが、縦書きでも結構です。

※「入札書」を入れてください。

(裏面)

袋とじて3か所に割印を押印してください。  
(印鑑は届出をした使用印鑑です)

印 印 印

The diagram shows the back of the envelope. A speech bubble contains the instruction to stamp three places. Below the instruction, three red circles containing the character '印' (seal) are arranged horizontally across the width of the envelope.

又は

印 印 印

The diagram shows an alternative arrangement of the three red circles containing the character '印'. Two circles are positioned on the left and right sides, and the third circle is centered at the bottom of the envelope.