

		<input type="checkbox"/> 函件 Letter-post item		<input type="checkbox"/> 包裹 Postal parcel	
缮备记录单理由 Reason for report	<input type="checkbox"/> 丢失 Loss <input type="checkbox"/> 被窃 Theft <input type="checkbox"/> 破损 Damage <input type="checkbox"/> 重量减少 Decrease in weight <input type="checkbox"/> 不符合规定 Irregularities				
寄件人 Sender	姓名和详细地址 Name and full address				
收件人 Addressee	姓名和详细地址 Name and full address				
邮件交寄情况 Posting of item	收寄局 Office of posting	日期 Date	邮件号码 Serial number		
特别标志 Special particulars	保价金额 Insured value	申报重量和币种 COO amount and currency	申报重量 Weight shown	实际重量 Weight observed	
	其他标志 Other particulars				
内装物品 Contents	<input type="checkbox"/> 根据发票上的注明 From the invoice <input type="checkbox"/> 根据报关单上的申报 From the customs declaration <input type="checkbox"/> 根据收件人或寄件人的陈述 According to the addressee or the sender				
	详细名称 Detailed description				
	<input type="checkbox"/> 已会同下列人员审核了内件: The contents have been examined in the presence of <input type="checkbox"/> 收件人 the addressee <input type="checkbox"/> 寄件人 the sender 审核时发现的内件 Contents established on examination				
	破损的内件 Contents damaged				
	缺少的内件 Contents missing				
	<input type="checkbox"/> 装在容器内 In a receptacle <input type="checkbox"/> 外走 Loose <input type="checkbox"/> 已在重封和复称重量以后转发寄达局 After repacking and weighing, the item has been forwarded to its destination 新重量 New weight <input type="checkbox"/> 内件已由后列署名的邮局销毁 The contents have been destroyed by the undersigned office <input type="checkbox"/> 封皮在本局保存 The packing is held here				
封装情况 Packing	外部包装 External packing				
	内部包装 Internal packing				
	邮件用下列材料封装: The item is sealed by <input type="checkbox"/> 火漆封志 wax seals <input type="checkbox"/> 安全带 security tapes				
	封志数目 Number of seals	封志上的私人印记 Private mark on seals			
<input type="checkbox"/> 邮件上没有封志 The item is unsealed <input type="checkbox"/> 封装是否应视为符合规定 The packing should be regarded as regulation <input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No					

破损/被窃 Damage/Theft	详细情况 Description		
	损失原因 The loss is due to		
	估计损失 Estimate of loss		
装寄邮件的总包 Mail in which the item was sent	款额和币种 Amount and currency	<input type="checkbox"/> 据收件人估计 According to the addressee	<input type="checkbox"/> 据寄件人估计 According to the sender
	寄发日期 Date of dispatch	寄发局 Dispatching office	号码 No
	寄达日期 Date of arrival	寄达局 Office of destination	
运输方式 Method of conveyance	<input type="checkbox"/> 航空 By airmail <input type="checkbox"/> 火车 By train <input type="checkbox"/> 轮船 By ship <input type="checkbox"/> 航班号/车次/船名 Flight No/Train No/Name of ship		
邮件的后续处理 Subsequent treatment of the item	<input type="checkbox"/> 装在容器内 In a receptacle <input type="checkbox"/> 外走 Loose <input type="checkbox"/> 已在重封和复称重量以后转发寄达局 After repacking and weighing, the item has been forwarded to its destination 新重量 New weight <input type="checkbox"/> 内件已由后列署名的邮局销毁 The contents have been destroyed by the undersigned office <input type="checkbox"/> 封皮在本局保存 The packing is held here		
	<input type="checkbox"/> 收件人拒收邮件 The addressee refuses the item <input type="checkbox"/> 寄件人拒收邮件 The sender refuses the item <input type="checkbox"/> 收件人接收了邮件 The addressee has accepted the item <input type="checkbox"/> 寄件人接收了邮件 The sender has accepted the item		
	所要求的补偿金额 Amount of indemnity claimed		
收件人或寄件人签字 Signature of addressee or sender			

证明 Attestation	特此缮备本记录单,以兹证实。记录单副份已寄送下列机构(如果是包裹,应随附一份 CP78 验单)。In witness whereof,we have drawn up this report,a duplicate of which has been sent (with a GP 78 verification note in the case of a postal parcel)to the authority thown below 记录单应寄送的机构 Authority to which the report should be sent
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缮备记录单的邮局 Office preparing the report
邮局人员签字 Signature of the postal officials

海关关员签字(必要时填写)
Signature of the customs officer(as applicaible)