

【外封筒の記入例（表面）】

The diagram shows a trapezoidal envelope with the following content:

- Top-left: A box containing the text "一般書留" (General Postmark).
- Top-right: A postal code "〒 292-0834" where each digit is in a separate box.
- Center: The recipient's name "かずさ水道広域連合企業団 宛" (Kazusa Waterworks Regional Union, Inc. Addressee) written vertically.
- Bottom-right: The recipient's address "千葉県木更津市潮見2丁目8番地" (2-8-1, Misaki, Kisarazu City, Chiba Prefecture) written vertically.
- Bottom-left: A box containing the text "入札書在中 ○件" (Bidding documents in progress, ○ items).

On the left side of the envelope, there are two vertical labels with arrows pointing to the boxes:

- Top: "※朱書き" (Handwritten in red ink).
- Bottom: "※朱書き" (Handwritten in red ink).

- ・ 外封筒の規格は角形2号（240mm×332mm）としてください。
- ・ 表面には、記載例のとおり宛先のほか「入札書在中 ○件」と朱書きしてください。
- ・ 一般書留又は簡易書留と朱書きしてください。

## 【外封筒の記入例（裏面）】

The diagram shows the back of an envelope with a dashed line indicating the fold. On the right side, there are three circular stamp areas, each containing the character '印' (Seal). A vertical dashed line runs through the center of these stamps. On the left side, there are three vertical rectangular boxes containing the following text from top to bottom: '住所又は所在地' (Address or location), '商号又は名称' (Company name or name), and '代表者名又は代理人名' (Representative name or agent name).

- ・裏面に「住所又は所在地」、「商号又は名称」、「代表者名又は代理人名」を記入し、内封筒と同様に3箇所に押印し封かんしてください。
- ・この他、裏面に担当者名及び連絡先を記載してください。