

(別紙様式第4号)

封印用封筒記載例

The diagram illustrates the layout of a sealed envelope for a bid document. It is divided into two main sections: the front (left) and the back (right).

**Front of the Envelope (Left Section):**

- Date and Time:** A vertical box on the left contains the text "平成 年月日 時 分開札" (Heisei Year, Month, Day, Hour, Separate Envelope).
- Recipient Information:** A vertical box in the center contains the text "の購入" (Purchase of).
- Sender Information:** A vertical box on the right contains the text "株式会社" (Incorporated Company) and "代表取締役社長" (President and Representative Director).
- Address:** A horizontal box at the bottom contains the text "商号又は氏名" (Trade Name or Name) and "住所電話番号" (Address, Telephone Number).

**Back of the Envelope (Right Section):**

- Seal Areas:** Three rectangular boxes are arranged vertically, each containing the text "本人又は代表者印 (代理人印)" (Seal of the Person or Representative (Agent's Seal)). These boxes are connected by vertical lines, indicating they are part of a single vertical seal strip.

(注意事項)

「本人又は代表者印」は外国人又は外国法人にあっては、本人又は代表者（代理人をもって入札参加する場合には代理人）の署名をもって代えることができる。