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申請人應仔細校對印刷稿，然後填寫回條及簽署作實；並根據回條上的指示，在指定限期前將印刷稿連同所需費用交回政府物流服務署。稿件祇供校對一次。

如申請人未能在指定限期前交回印刷稿，將視作撤銷刊登公共啟事處理，惟申請人仍須繳交全部有關費用。收費表刊載於憲報第 6 號副刊的封面內頁及政府物流服務署網頁內。費用並不包括知識產權署或公司註冊處等其他政府部門的收費。

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The Printing Division will typeset the public notice in accordance with the house style of the Gazette, and by fax send a proof to applicant for checking. Should there be no receipt of any proof by noon four days before the expected publication date, applicant is advised to contact the Printing Division at 2564 9570.

Applicant should check the proof carefully and sign the proof slip for approval; and by following the instructions in the proof slip, return the proof with the necessary fee to the Government Logistics Department before the specified deadline. Only one proof will be provided for proofreading.

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The Director of Government Logistics reserves the right to reject public notices which are considered not suitable for publication.

Printing Division, Government Logistics Department

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