

理大紀念品訂購表格 PolyU Souvenir Order Form

請交回紅磡香港理工大學李嘉誠樓 M1604 室傳訊及公共事務處

Please return to Communications and Public Affairs Office, Room M1604, Li Ka Shing Tower, The Hong Kong Polytechnic University, Hung Hom, Kowloon

傳真 Fax: 2364 0246 查詢電話 Enquiry Tel.: 2766 5198

本人欲訂購理大紀念品

I would like to order PolyU Souvenirs

個人資料 PERSONAL DATA (請以英文正楷填寫 Please fill in with block letters)

英文姓名 English

Name _____ 中文姓名 Chinese Name _____

聯絡地址: Correspondence Address _____

電郵地址 E-mail Address _____

聯絡電話 Contact Tel. No. _____ 傳呼機/手提電話 Pager/Mobile _____

訂購資料 ORDER DETAILS

項目 ITEM	數量 QUANTITY	單位價格 UNIT COST	合共金額 TOTAL COST
1.			
2.			
3.			
附加速遞費 Additional Delivery Charge			+ 港幣 HK\$50.00*
合共 TOTAL			

* 此項適用於以速遞方式在香港領取訂購紀念品，訂購總額須達港幣三百元或以上。

* For order to be collected in Hong Kong by delivery service with a minimum sale order of HK\$300 or above.

付款方法 PAYMENT METHOD

本人以下列所選方式付款 I choose the following payment method (請任擇其一 please tick one)

支票(抬頭寫「香港理工大學」)，隨此表格附上 Cheque made payable to "The Hong Kong Polytechnic University". Please see the Cheque enclosed.

(銀行名稱 Bank name: _____)

支票號碼 Cheque no.: _____)

信用卡 Credit card (please choose as appropriate 請擇一)

VISA

MasterCard

PolyU Visa Card (issued by Bank of East Asia)

如以信用卡付款，請填妥下列資料：

For Credit Card payment, please provide the following details:

卡主姓名 Name of Cardholder: _____

信用卡號碼 Credit Card no.: _____ - _____ - _____ - _____

到期日 Expiry date: __/__/__(月 MM/年 YY)

交易金額 Transaction Amount: 港幣 HK\$: _____

卡主簽署 Signature of Cardholder: _____

上述付款以信用卡中心批核為準 The above credit card payment is subject to credit card centre's approval

領取方法 COLLECTION INSTRUCTION (請任擇其一 please tick one)

由本人自取 COLLECT IN PERSON

地址: 九龍紅磡 香港理工大學 李嘉誠樓十六樓 M1604 室 傳訊及公共事務處

辦公時間: 星期一至五早上八時四十五分至下午一時; 下午二時至五時三十五分

ADDRESS: **Communications & Public Affairs Office**, Room M1604, 16/F, Li Ka Shing Tower,

The Hong Kong Polytechnic University, Hung Hom, Kowloon

Office hours: 8.45 a.m. - 1.00 p.m.; 2.00 p.m. - 5.35 p.m. (Mon - Fri)

請安排速遞服務 BY COURIER

送貨地點 Delivery address(非住宅 Non-residential)

收件人(若與上述不同) Contact person (if different from above) _____

聯絡電話 Contact telephone number _____

本人確認上述資料正確無誤。本人明白上述資料將用於購買理大紀念品之用。I confirm that the information provided above is true and correct. I also understand that the information will be used to facilitate my purchase of PolyU souvenirs only.

簽署 Signature: _____

日期

Date: _____