



懲教署職員會所 -- 優惠購物組

Correctional Services Department -- Bargain Purchase Unit

九龍荔枝角蝴蝶谷道5號 No. 5 Butterfly Valley Road Lai Chi Kok Kowloon

電話 Tel : 2371 0827

傳真 Fax : 2741 7474

Order Form 訂購表格

Name 訂購人姓名	Rank & No 職級及編號	Invoice No. 發票編號 (由職員填寫)
Contact No. 聯絡電話	Institution 院所	
Recipient 收貨人姓名	Recipient Tel. 收貨人電話	
Delivery Addr. 送貨地址 (中文填寫)		

ITEM 類型	DESCRIPTION 產品描述	COLOUR 顏色	QTY. 數量	UNIT PRICE 單價(HKD)	AMOUNT 金額(HKD)
1					
2					
3					
4					
5					
TOTAL AMOUNT 總金額					

Remarks
備註 _____

如有需要，請在口適當位置加上剔號"✓"

需要安裝 Need to install 不需要安裝 No Need to install

* 如電器需要安裝，安裝費用請自行交給安裝師父。

Order by
訂購人簽署 : _____

Date
日期 : _____

Confirm by
會所職員簽署 : _____

付款方法

- 現金支付
- 用劃線支票付款，抬頭請寫『懲教署優惠購物組』。
- * 期票恕不接受
- 優惠購物組購物禮券
- 經自動櫃員機存入匯豐銀行戶口：582-102745-001 (須附上人數紙)

訂購方法

- 親臨懲教署優惠購物組辦理。
- 填妥訂購表格連同「銀行人數紙」傳真2371 0827
- * 傳真後請致電2371 0827 / 2743 5883 確認訂單

送貨服務

- 貨品將由代理商安排送貨，但部份產品須由訂購人到懲教署優惠購物組領取，如有查詢可致電2371 0827 或 2743 5883。

Payment Methods

- Cash
- By CROSSED CHEQUE made payable to 'CSD Bargain Purchase Unit'
- * Post-dated cheque is not acceptable.
- B.P.U. Coupon
- Deposit / Transfer through ETC to Hong Kong Bank Account : 582-102745-001 (please attech the pay-in slips).

How to Order

- Visit the CSD Bargain Purchase Unit in person during opening hours.
- Completed order form with pay-in slips FAX to 2371 0827
- * Please call back 2371 0827 or 2743 5883 to confirm the order.

Delivery

- Delivery will be arranged by suppliers. Some of the items have to be collected in person at Bargain Purchase Unit. For enquiries please call 2371 0827 or 2743 5883.

服務條件

Service Conditions

懲教署優惠購物組只為訂貨人爭取購貨優惠或折扣。懲教署優惠購物組只在收到訂貨人的訂購表格和付款後，才會代向本組核准名單上的供應商訂購貨品。訂貨人如在購貨後有任何追索，請直接向供應商查詢，懲教署優惠購物組概不負責。

CSD Bargain Purchase Unit only serves to strive for a bargain or discounted price for each order received. Unless receiving the confirmation of order with payment in full, CSD Bargain Purchase Unit will not place an order with our registered suppliers. About the products problems, please contact the suppliers directly. CSD Bargain Purchase Unit is not liable for any claim in respect of the purchased goods.