



懲教署職員會所『優惠購物組』  
Correctional Service Department "Bargain Purchase Unit"

Order Form 訂購表格

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

訂購人姓名 Name : \_\_\_\_\_ 職級及編號 Rank & No. \_\_\_\_\_

聯絡電話 Tel. No. : \_\_\_\_\_ 院所 Institution \_\_\_\_\_

收貨人姓名 Recipient : \_\_\_\_\_ 收貨人聯絡電話 Recipient Tel. \_\_\_\_\_

送貨地址 Delivery Address : \_\_\_\_\_  
(中文填寫 Chinese)

資料來源 Source of Information :  職員會所  會所網頁  部門網頁  愛群月刊  同事介紹  
 院所告示板「會所家電優惠表」 其他: : \_\_\_\_\_

Items & Model No. 產品種類及型號	Qty. 數量	Unit Price 單價(HK\$)	Amount 金額 (HK\$)
1			
2			
3			
4			
5			
<b>Total Amount</b>			
<b>總金額 \$</b>			

備註 Remarks : \_\_\_\_\_

如有需要請在□適當的位置加上“”

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

\* 如送貨後的電器需要安裝，安裝費的費用請自行交給安裝師傅。

訂購人簽署 Signature : \_\_\_\_\_

日期 Date : \_\_\_\_\_

**付款方法**

- ☉ 經易通財存入或戶入匯豐銀行戶口：  
582-102745-001 (請附上銀行入數紙)
- ☉ 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。
- ☉ 現金支付
- ☉ 懲教署優惠購物券

**訂購方法**

- ☉ 填妥訂購表格連同「銀行入數紙」傳真至 2371 0827  
\*\*傳真後請致電"2371 0827"確認訂單\*\*
- ☉ 親臨懲教署優惠購物組辦理。

**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,如查詢可致電2371-0827查詢。

**Service Conditions 服務條件**

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. CSD Bargain Purchase Unit is not liable for any claim in respect of the purchased goods.

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,才會向本組核准名單上的供應商訂購貨品。訂購人如在購貨後有任何追索,懲教署優惠購物組概不負責。

**Payment Methods**

- ☉ Deposit / Transfer through ETC to Hong Kong Bank Account  
582-102745-001 (Please attach the pay-in slips).
- ☉ By **CROSSED CHEQUE** made payable to 'CSD Bargain Purchase Unit'  
\* Post-dated cheque is not acceptable.
- ☉ Cash
- ☉ Correctional Service Department Bargain Purchase Unit Gift Coupon

**How to Order**

- ☉ FAX the completed order form with pay-in slips to 2371 0827  
\*\* Please call back 2371 0827 to confirm the order.\*\*

- ☉ Visit the CSD Bargain Purchase Unit in person during opening hours.

**Delivery Service**

- ☉ Delivery will be arranged by suppliers, but some of the items have to be collected in person at the Bargain Purchase Unit. For enquiries : 2371-0827.