

**The University of Hong Kong  
Faculty of Education  
Souvenir Order Form**

Please complete this form and send it to us by email (eduert@hku.hk), by fax (2527 0075) or by mail (External Relations Office, Faculty of Education, Room 420, 4/F, Meng Wah Complex, The University of Hong Kong, Pokfulam Road, Hong Kong).

**A. Order details:**

Item	Price (HK\$)	Quantity	Amount (HK\$)
<b>Rosewood pen with wooden case</b> Size: 17 cm (L) x 5.5 cm (W) x 2.3 cm (H)	\$77		\$
<b>Crystal stylus pen</b> Size: 14.5 cm (L) x 1 cm (W) <i>Free: Small canvas tote bag</i> Size: 18 cm (L) x 15 cm (W)	\$40		\$
<b>Crystal paperweight</b> Size: 9 cm (L) x 5 cm (W) x 2 cm (H)	\$220		\$
<b>Luggage tag</b> Size: 12 cm (L) x 7 cm (W)	\$35		\$
<b>PU leather notebook</b> Size: 21 cm (L) x 14 cm (W) No. of pages: 80 PP	\$45		\$
<b>Acrylic coaster set</b> Size: 9.5 cm (W) x 9.5 cm (L) x 0.5 cm (H) for each coaster	\$75		\$
<b>Multi-tool pen</b> Size: 15 cm (L) x 1 cm (W)	\$35		\$
<b>TOTAL:</b>			<b>\$</b>

Cancellation of order is not acceptable.

**(2) Contact Information**

\*Professor/Dr/Mr/Ms/Mrs/Miss (last name, first name) \_\_\_\_\_

Tel.: \_\_\_\_\_ Email: \_\_\_\_\_

Title & Organisation: \_\_\_\_\_

Are you an Education alumnus?      Yes / No

*\*please delete as appropriate*

**(3) Payment Method**

Cash

Cheque

*Please make a crossed cheque payable to “The University of Hong Kong” and return it with the completed order form to: External Relations Office, Faculty of Education, Room 420, 4/F, Meng Wah Complex, The University of Hong Kong, Pokfulam Road, Hong Kong*

By Bank Deposit

Bank name: The Hongkong and Shanghai Banking Corporation Ltd.

Bank account no.: 004-002-222834-001

Remark/Reference: Please include your name and contact number as the remark/reference.  
*Please email a copy of the bank-in-slip to [eduert@hku.hk](mailto:eduert@hku.hk).*

Academic Unit/Centre Account

Academic Unit/Centre: \_\_\_\_\_

Account to be credited: \_\_\_\_\_

Signature of Academic Unit Head/Centre Head: \_\_\_\_\_

Date: \_\_\_\_\_

**(4) Collection Method**

- You will be contacted by email when the products are ready for collection. To collect your ordered souvenirs in person, please go to the Faculty of Education, Room 420, 4/F, Meng Wah Complex, The University of Hong Kong during office hours. (Office hours: Monday to Friday: 9:00 am – 1:00 pm & 2:00 pm – 6:00 pm; closed on Saturdays, Sundays, Public Holidays and University Holidays)
- For courier delivery service, there is a delivery fee that depends on your destination, weight and parcel dimensions. The Faculty will contact you by email for detailed correspondence address and inform you of the postage fee regarding the item and quantity of souvenir(s) chosen.

**Enquiries**

Tel.: 3917 4246    Fax: 2527 0075    Email: [eduert@hku.hk](mailto:eduert@hku.hk)