

**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 (2517 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).

(1) Order details:

Item	Price (HK\$)	Quantity	Amount (HK\$)
Crystal stylus pen 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		\$
Luggage tag Size: 12 cm (L) x 7 cm (W)	\$35		\$
Acrylic coaster set Size: 9.5 cm (W) x 9.5 cm (L) x 0.5 cm (H) for each coaster	\$75		\$
TOTAL:			\$

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

- 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.
- 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.