

DOGA SOUVENIR ORDER FORM

To: Ms. Josephine Fung
 DOGA Limited
 c/o Diocesan Girls' School
 1 Jordan Road
 Kowloon

Personal particulars of the purchaser:

Name:	(Student / Teacher or Staff / Alumna) <i>delete as appropriate</i>
Class / Class year:	DOGA membership no. (if any):
Contact telephone no.:	Email:

Order details:

Souvenir Items	Unit Price	Quantity	Amount (\$)
DOGA Heritage Timber Photo Frame (<i>limited edition</i>)	\$500		
DOGA Heritage Timber Pen Stand (<i>limited edition</i>)	\$350		
Environmental Bag	\$150		
Canvas Tote Bag	\$120		
White Tote Bag (laminated fabric)	\$100		
White Towel	\$120		
Blue Towel	\$120		
Placemat (set of four)	\$60		
Coaster (set of four)	\$40		
(1) Sub-total			HK\$
(2) Additional delivery charge for local courier service (see following table)			HK\$
(1 + 2) Total			HK\$

Souvenir Items	Delivery Charge
Timber photo frame & timber pen stand	HK\$10 per unit
Environmental bag, tote bags, towels, coasters & placemats	HK\$10 for every two units (single unit will also be charged at HK\$10)

For example, an additional delivery charge of HK\$60 will be levied for a purchase order of 4 pen stands and 3 sets of placemats (i.e. HK\$40 for pen stands plus HK\$20 for placemats).

Delivery method (please select one):

The delivery service is currently limited to commercial areas in Hong Kong only. Please allow approximately two weeks for delivery. For overseas order, please have your representative place the order for you in Hong Kong. To help us serve you better and more efficiently handle your order, we strongly suggest all alumnae use our local courier service.

Please deliver the ordered items to the following address by local courier.

Local office address: _____

Contact person & telephone no. (if different from above): _____

I will collect the ordered items in person from the DOGA office at 1 Jordan Road, Kowloon, during the office hours (0900-1300 & 1400-1800 Mon to Fri) upon receiving your notification.

Method of payment:

I enclose a crossed cheque (Bank: _____ / Cheque No. _____) for HK\$ _____ made payable to “**Diocesan Old Girls’ Association Limited**”.

Signature: _____

Date: _____

Note: Please write (i) your name and (ii) telephone number on the back of the cheque and send it to DOGA Limited with the completed order form. If you have any questions, please contact Ms. Josephine Fung at the DOGA office on 2771 5881.