

## DOGA SOUVENIR ORDER FORM

To: Ms. Josephine Fung  
 DOGA Limited  
 c/o Diocesan Girls' School  
 101 Castle Peak Road  
 Sham Shui Po  
 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  | \$80       |          |             |
| Blue Towel   | \$80       |          |             |
| 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\$        |
| <b>(1 + 2) Total</b>   |            |          | <b>HK\$</b> |

| 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<br>(single unit will also be charged at HK\$10) |
| <i>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).</i> |  |

**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 101 Castle Peak Road, Sham Shui Po, 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.