

# Order Form

## How to order:

1. Purchase directly from website; **OR**
2. Email this form to [info@pbookshop.com](mailto:info@pbookshop.com); **OR**
3. Fax this form to +852-23229925 with signature & company chop



This is an official order confirmation. We do not accept cancellation.

Item	Book Title	Qty	Price (HKD)
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
		<b>** Shipping Fee</b>	
		<b>TOTAL</b>	

### **\*\* Shipping Fee:**

- > **FREE shipping** within **Hong Kong** on orders over HKD 500 (otherwise, HKD 35 per copy)
- > **FREE shipping** within **China** on orders over RMB 500 (otherwise, HKD 95 per copy)
- > Customers from other countries can check shipping fee in website by adding your books into "shopping cart" first, then get a quote in "Estimate Shipping and Tax" **OR** ask us directly.

### **When will you get your books?**

Please refer to the "DELIVERY TIME" stated in each book title shown on website. Extra 2-10 days if shipping outside Hong Kong.

Delivery times are based on number of working days (Monday - Friday), you should expect to receive your delivery by. Delivery times may vary for each item even if they are ordered at the same time.

## Shipping Information:

(All information in below is compulsory to be provided for book delivery & invoicing)

Full Name:  Job Title:

Company Name:

Shipping Address:

Phone:  Fax:

E-mail:

Check this box if you do not want to receive future book newsletter

## How to Pay: (please choose and check the box)

You will receive **invoice by email** within one working day.

**Cheque on Book Delivery:** Shipping address MUST be "**Office building within Hong Kong**" for this payment method.  
Please make a cheque payable to "**Professional Bookshop Ltd**" and note our invoice number at remark. Courier will collect your cheque upon book delivery.  
Please leave your cheque at reception if you are often away in office hours.

When will your cheque be ready? (DD/MM/YYYY) \_\_\_\_\_  
(Please notify us by email again when your cheque is ready, then we will arrange courier immediately)

**Remittance / Bank Transfer:** Please send us payment record by email first. Then we will arrange book delivery

Name of Bank : BANK OF CHINA (HONG KONG) LIMITED  
Bank Account No : 012-811-0-003715-4  
Account Name : PROFESSIONAL BOOKSHOP LTD  
Bank Address : The Open University of Hong Kong, 30 Good Shepherd Street, Ho Man Tin, Kowloon, Hong Kong  
Swift Code : BKCHHKHH

**Credit card:** You will receive email for **online** payment soon.

**THANK YOU FOR YOUR BUSINESS!**