

# Order Form

## How to Order:

1. Purchase directly from website (**Recommended for faster book delivery**) **OR**
2. Email this order form to [info@pbookshop.com](mailto:info@pbookshop.com); **OR**
3. Fax this form to +852-23229925 with signature or 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			
	<b>** Shipping Cost</b>		
	Extra 1% off for Payment Methods 1-6 (Please read details in the section "Payment Methods")		
		<b>TOTAL</b>	

### **\*\* Shipping Cost:**

- **FREE shipping** within **Hong Kong** on orders over HKD 1,000 (otherwise, HKD 50 per copy of book)
- Shipping fee to the Mainland China is HKD 150 for the 1st copy of book, then HKD 100 per additional 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?**

- "Delivery Time" shown on the webpage of each book on website. In addition to the stated "Delivery Time", it takes around extra 10 working days for shipping outside Hong Kong (e.g. Mainland China)
- We will only ship you all the books in one go. If your order includes two books (e.g. if "Delivery Time" of one book is 1 week and another book is 2 weeks, then you will only receive all your books in one go at 2 weeks). If you want to receive some of your books earlier, please separate your whole order into two orders or more.
- For Pre-Order books, please click [here](#) for details

### Your Delivery Details:

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

Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Shipping Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

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

### Payment Methods: (please check the box)

We will send you invoice by email within one day upon order confirmation.

**Extra 1% off for the following payment methods 1-6. (i.e. Amount payable = Total Amount x 0.99; Example: 1,000 x 0.99 = 990)**

- 1) ☐ **FPS (轉數快):** FPS Account (轉數快收款帳號) (169739422). Please transfer money to this FPS account and email payment record to [info@pbookshop.com](mailto:info@pbookshop.com) for order processing.
- 2) ☐ **PayMe :** You will be provided an QR code for payment soon. Click [here](#) for the QR code.
- 3) ☐ **Cheque:** please make a cheque payable to "**Professional Bookshop Limited**", then deposit the cheque to our bank account written in below. OR send your cheque to our office: (please email payment record to [info@pbookshop.com](mailto:info@pbookshop.com) for order processing.)
  - Professional Bookshop Limited
  - Address: Unit 4-5, 12/F., Canny Industrial Building, 33 Tai Yau Street, San Po Kong, Kowloon, Hong Kong
  - Tel: (852) 2322-9921
- 4) ☐ **Bank Transfer:** please email payment record to [info@pbookshop.com](mailto:info@pbookshop.com) for order processing.  
  
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
- 5) ☐ **WeChat Pay (微信支付):** only accept RMB payment (for Mainland China customers). Click [here](#) for the QR code.
- 6) ☐ **Alipay (支付寶):** only accept RMB payment (for Mainland China customers). Click [here](#) for the QR code.
- 7) ☐ **Credit card:** You will receive an email for online credit card payment. (Delivery Time of book maybe longer because it takes time to collect payment from your bank, we suggest Hong Kong and Mainland China customers to choose other payment methods.)

**THANK YOU FOR YOUR BUSINESS!**