



二零二零年公益金便服日
Dress Casual Day 2020
額外宣傳物資索取表格

Additional Promotional Materials Request Form

假若 貴機構/學校收到的宣傳物資數量不敷使用，請填妥此額外宣傳物資索取表格並
電郵 (dress@commchest.org) 或**傳真** (2506 1201) 至公益金辦事處。

If the quantity of the promotional materials received is insufficient, please complete the following Additional Request Form and return it **by email** (dress@commchest.org) or **by fax** (2506 1201) to the Chest office.

機構/學校名稱 Name of Organisation/ School: _____

參考編號 Reference Number* : _____

* 請填上於派遞物料通知上的參考編號 Please quote the Ref. No on the cover of the Material Distribution Notice.

聯絡人 Contact Person: _____

電話 Telephone: _____ 圖文傳真 Fax: _____

請填上額外宣傳物資之所需數量:

Please list the additional requested quantity of the promotional materials:

海報 Posters: _____

紀念標貼 Stickers: _____

備註 Note:

1. 公益金將於收到此表格後的兩個工作天內聯絡 貴機構/學校，並通知 貴機構/學校有關派員到公益金辦事處領取額外宣傳物資之安排。
The Chest office will contact you within two working days upon receipt of the above request and will inform you about the arrangement of collecting the additional promotional materials from the Chest Office.
2. 如有任何疑問，請致電 2599 6109 與公益金辦事處聯絡。
Should you have any questions, please feel free to contact the Chest office at 2599 6109.