HONG KONG Baptist University FINANCE OFFICE

BULK MAILING REQUEST FORM^a

Requesting Dept / Office. :			Date:	TO SHOULD AND A DESCRIPTION OF THE SHOULD AND ADDRESS OF THE SHOULD AN	
Contact Person:			Ext.:		
				b	
1.	Services requ	ired on		_(Date) ^b	
2.	Bulk Mailing	g Detail:			
No.	Local/Zone (Overseas)	No. of Items (Estimated/Actual)	Postage R)* (in HK		Total Postage by Zone (inHK\$)
1	Local				
2	Zone 1				
3	Zone 2				
Total A	Amount* (Estin	nated/Actual)			
Estima	ted no. of GPC) mail bags required :			
Reques	sted By:		Approved by		
Reques	sted By:				ed Signatrue)
Reques		to be charged:		(Authorize	
Reques		t to be charged:		(Authorize	ed Signatrue) ed by (FO)
Note: (a) (b)	Account Please refer to arrangement Scendule of	to section 5.8 of the foll or call extension 7900/ delivery to the Post Off	lowing link http://w /7906 for assistance. Fice are Tuesday and 1	Authoriza Verifie ww.hkbu.	ed by (FO)
Note: (a) (b) (c)	Please refer to arrangement Scendule of An exact san	to section 5.8 of the foll or call extension 7900/ delivery to the Post Off nple should be brought	lowing link http://w /7906 for assistance. Fice are Tuesday and 1	Authoriza Verifie ww.hkbu.	ed by (FO) edu.hk/~fohome/internal.
Note: (a) (b) (c) Finance	Account Please refer to arrangement. Scendule of An exact sander of the Office Use (to section 5.8 of the foll or call extension 7900/ delivery to the Post Off nple should be brought Only	lowing link http://w /7906 for assistance. Fice are Tuesday and 1	Authoriza Verifie ww.hkbu. Friday moons to che	ed by (FO) edu.hk/~fohome/internal.
Note: (a) (b) (c) Finance	Account Please refer to arrangement. Scendule of An exact sander. Office Use Cheque	to section 5.8 of the foll or call extension 7900/ delivery to the Post Off nple should be brought Only	lowing link http://w /7906 for assistance. Fice are Tuesday and 1	Authorize Verifie ww.hkbu. Friday moons to che	ed by (FO) edu.hk/~fohome/internal.
Note: (a) (b) (c) Finance Cash C Bulk M	Account Please refer to arrangement. Scendule of An exact sander Office Use Cheque Italian	to section 5.8 of the foll or call extension 7900/delivery to the Post Offinple should be brought Only Number: Date to PO:	lowing link http://w 7906 for assistance. Fice are Tuesday and I to one of the mail roo	Verifie Www.hkbu. Friday moons to che	ed by (FO) edu.hk/~fohome/internal.
Note: (a) (b) (c) Finance Cash C Bulk M	Account Please refer to arrangement. Scendule of An exact sander Office Use Cheque I ail I Receipt:	to section 5.8 of the foll or call extension 7900/ delivery to the Post Off nple should be brought Only	lowing link http://w /7906 for assistance. Fice are Tuesday and 1	Verifie Www.hkbu. Friday moons to che	ed by (FO) edu.hk/~fohome/internal.

Note: *Delete where appropriate