

HONG KONG Baptist University
FINANCE OFFICE
BULK MAILING REQUEST FORM^a

Requesting Dept / Office. :		Date :	
Contact Person :		Ext. :	

1. Services required on _____ (Date)^b

2. Bulk Mailing Detail:

No.	Local/Zone (Overseas)	No. of Items (Estimated/Actual)*	Postage Rates ^c (in HK\$)	Total Postage by Zone (inHK\$)
1	Local			
2	Zone 1			
3	Zone 2			
Total Amount* (Estimated/Actual)				
Estimated no. of GPO mail bags required :				

Requested By :

Approved by :

(Authorized Signature)

Account to be charged:	Verified by (FO)

Note:

- (a) Please refer to section 5.8 of the following link <http://www.hkbu.edu.hk/~fohome/internal/sssmcs.htm#> arrangement or call extension 7900/7906 for assistance.
- (b) Schedule of delivery to the Post Office are Tuesday and Friday morning.
- (c) An exact sample should be brought to one of the mail rooms to check for the postage per item.

Finance Office Use Only

Cash Cheque	Number:		Date :
Bulk Mail	Date to PO :		By :
Original Receipt:	Total Amount :	Processed by :	
Adjustment?	Cash Drawn :	PSSS	TBDU
(Yes / No)*	Difference :	Date:	Date :

Note : *Delete where appropriate