

HOTUNG SECONDARY SCHOOL

何 東 中 學

Tel.: 2577 5433 (Office)
Fax : 2882 4536
Our Ref. : (GEN004E/201920) in HTSS/STUD/1 Pt.2



1 Ka Ning Path,
Causeway Bay,
Hong Kong

2nd September, 2019

Dear Parents / Guardians,

Bulk purchase of exercise books for the First Term

The school has made arrangements for students to purchase exercise books to be used in the first term in bulk. In the second term, students can decide on their own how many exercise books they need to purchase.

The payment date regarding the purchase at issue is scheduled for Tuesday, 10th September, 2019 and the class teacher is to be in charge of collection. Payment can be made by cash or by cheque. If parents/guardians choose to pay by cheque, please make sure that the payee is to be “Hang Cheong Chan Printing Factory” or “恒昌棧印刷廠”, and please remember to write down the name, class and class number of the student on the back of the cheque.

The amount to be paid by each form is as follows:

Form	Amount
S1	\$81.9
S2	\$81.9
S3	\$83.5
S4	\$82.1
S5	\$75.4
S6	\$62.5

Please fill in the reply slip and have it returned to the class teacher. Thank you.

Yours faithfully,

CHENG SIU Kam-sheung
Principal

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(GEN004 E/201920) in HTSS/STUD/1 Pt.2

Reply Slip

Dear Principal,

Bulk purchase of exercise books for the First Term

I, parent / guardian of student _____ (Name) of _____ (Class) _____ (Class Number), acknowledge receipt of the letter concerning bulk purchase of exercise books for the First Term. I hereby

※ pay by cash

attach a cheque (bank & cheque no. _____) as payment.

※ Please “✓” the appropriate box

Date: _____

Parent / Guardian's Signature: _____

Parent / Guardian's Name: _____