

HOTUNG SECONDARY SCHOOL

何 東 中 學

Tel.: 2577 5433 (Office)

Fax: 2882 4536

Our Ref.: (GEN 099E/201920) in HTSS/STUD/1 Pt.2



1 Ka Ning Path,
Causeway Bay,
Hong Kong

3rd February, 2020

Dear Parents/ Guardians,

Purchase of exercise books

The School has made arrangements for students to purchase exercise books from the book supplier "Hang Cheong Chan Printing Factory" in the second term according to their needs.

Please fill in the reply slip and have it returned to the class teacher together with the payment by cash on or before 10th February, 2020. Thank you.

Yours faithfully,


CHENG SIU Kam-sheung
Principal

Reply Slip

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Dear Principal SIU,

I acknowledge receipt of the letter concerning the captioned subject, and I

- ※ agree to the purchase of exercise books
 disagree to the purchase of exercise books.

Please specify the quantity of exercise books you wish to purchase:

Exercise Book	Price	Quantity
Single-line Book (short)	\$1.5	
Single-line Book (long)	\$2	
Music Book	\$2	
Single-line Paper	\$5.2	
Squared Manuscripted Paper	\$5.2	
Student Handbook	\$7.8	
English Folder	\$1.1	
Chinese Folder	\$1.1	
Total amount to be paid:		

※ Please "✓" the appropriate box

Parent's/ Guardian's Signature: _____

Name of student: _____

Class: _____ ()

Date: _____ February, 2020