

HOTUNG SECONDARY SCHOOL

何 東 中 學

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Our Ref. : (GEN092E/201920) in HTSS/STUD/1 Pt.2



1 Ka Ning Path,
Causeway Bay,
Hong Kong

8 January, 2020

Dear Parent / Guardian

Placing Orders for Photos – S6 classes

Rainbow Photo, the company which was earlier contracted by our school to take photos for our students and staff for the present school year, will also offer photo printing service. S6 students who intend to place an order should refer to the order forms recently distributed and have them properly completed. The forms, together with the right amount of fee, should then be handed in to the Class Teacher or the teacher(s) in charge of the particular club/association/group.

Details of the prices for the photos and the deadline for submitting the above-mentioned forms and fee are given below :

Size of Photo	Format		
	5"x7"	laminated (\$8)	mounted (\$8)
8"x10"	laminated (\$14)	mounted (\$14)	laminated & mounted (\$16)
5"x14"	laminated (\$16)	mounted (\$16)	laminated & mounted (\$20)
8"x16"	laminated (\$22)	mounted (\$23)	laminated & mounted (\$26)

S6 Class photo & Whole Form photo	Deadline : by Monday 13 January, 2020
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Thank you for your attention.

Yours truly

CHENG SIU Kam-sheung
Principal

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Reply Slip ~ Placing Orders for Photos – S6 classes

Dear Principal

I, parent / guardian of student _____ (name) in _____ (Class) _____ (Class Number), acknowledge receipt of the letter concerning the captioned subject.

Parent / Guardian's Signature: _____

Date: _____ January, 2020

Parent / Guardian's Name : _____