



二零一六年公益金便服日

**Dress Casual Day 2016**

額外宣傳物料索取表格

**Additional Promotional Materials Request Form**

假若貴機構/貴校收到的宣傳物料數量不敷使用，請填妥此額外宣傳物料索取表格並  
電郵(dress@commchest.org)或傳真至公益金辦事處 (傳真號碼: 2506 1201 或 2506 1267)。

If the quantity of the promotional materials received is insufficient, please complete the following  
Additional Request Form and return it **by email** (dress@commchest.org) or **by fax** (Fax: 2506 1201 /  
2506 1267) to the Chest office.

機構/學校名稱 Name of Organisation/ School: \_\_\_\_\_

參考編號 Reference Number\*: \_\_\_\_\_

\*請填上於派遞物料通知上的參考編號 *Please quote the Ref. No on the cover of the Material Distribution Notice.*

聯絡人 Contact Person: \_\_\_\_\_

電話 Telephone: \_\_\_\_\_ 圖文傳真 Fax: \_\_\_\_\_

請填上額外宣傳物料之所需數量:

Please list the additional requested quantity of the promotional materials:

海報 Posters: \_\_\_\_\_

紀念標貼 Stickers: \_\_\_\_\_

**備註 Note:**

1. 公益金將於收到此表格後的兩個工作天內聯絡貴機構/貴校，並通知貴機構/貴校有關派員到公益金辦事處領取額外宣傳物料之安排。

The Chest office will contact you within two working days upon receipt of the above request and will inform you about the arrangement of collecting the additional promotional materials from the Chest Office.

2. 如有任何疑問，請與公益金辦事處聯絡(電話: 2599 6124)。

Should you have any questions, please feel free to contact the Chest office at 2599 6124.