

ORDER FORM

You may refer to [Resources & Shop](#) and select items you wish to purchase. Please complete this form and send it with bank-in slip or crossed cheque to International Social Service Hong Kong Branch, 6/F, Southorn Centre, 130 Hennessy Road, Wanchai, Hong Kong.



International
Social Service
HONG KONG BRANCH
香港國際社會服務社

Items to purchase

Items	Product code	Unit Price (HK\$)	No. of copies	Price (HK\$)
			X	=
			X	=
			X	=
			X	=
			x	=
Total amount:				

Payment method:

Cheque (cheque no.: _____)

Please make the crossed cheque payable to "International Social Service Hong Kong Branch"

Direct transfer to ISS-HK bank account : Hang Seng Bank 254-449861-001

Please make deposit to the bank account of "International Social Service Hong Kong Branch" via automatic teller machines (ATM) / bank teller / the internet banking*.(**please delete as appropriate*)

- Date of transfer: _____

Delivery option:

Mail (Cost of one domestic delivery via Hong Kong Post is included)

Pick up at ISS-HK's office

Address: 6/F, Southorn Centre, 130 Hennessy Road, Wanchai

Service hours: Mon: 9am - 1pm / 2pm - 6pm

Tue to Fri: 9am – 1pm / 2pm - 5:45pm

**Please contact us in advance to make sure we have the stock in office*

Personal details:

Title: Mr Mrs Ms Others _____

Full name: (Chinese) _____

(English) (Surname) _____ (First name) _____

Mailing address: _____

**For mailing address outside Hong Kong, please contact us as there will be an additional fee for overseas shipping.*

Tel: _____ Fax: _____

Email: _____

I do not wish to receive eNewsletters or promotional materials of ISS-HK

Signature: _____ Date: _____

Remarks:

1. Official receipts and purchased items will be dispatched upon verification of your payment.
2. We will process your order within 10 working days. Please contact us if you do not receive the items within two weeks upon your payment. Shipping time varies for overseas order. Please contact us for more details.
3. If the product is defective upon delivery, you can exchange it within 5 working days after the date you receive the goods. We will pay the postage of exchanged item(s). If a replacement product is not available, we may, at our discretion, offer a refund instead. We will not accept return of any product that is damaged due to weather conditions during shipment or improper storage after either pick-up or shipment by us.
4. By submitting the order form, you agree that your personal data given to and collected by ISS-HK is used for directly-related purposes only. You have the right to request access to and update your information. Please write to us to make the request. Please refer to our [privacy policy](#) for details.

Enquiry:

Tel.: (852) 2834 6863

Fax: (852) 2834 7627

Email: isshk@isshk.org

Address: 6/F, Southorn Centre, 130 Hennessy Road, Wanchai, Hong Kong