



SAP Publications (HK) Ltd

5 May 2010

Dear Parents

The booklist and stationery list for the coming academic year (2010/2011) are attached. Please place your order by completing the attached forms and returning them to the school bookshop on or before 10th May 2010. A cheque for the corresponding amount to be payable to “**SAP Publications (HK) Ltd**” should be enclosed. Your child’s name and class must be written on the reverse side of the cheque.

Your order will be processed once correct payment is received. Books/ stationery ordered may be collected from our bookstore between 9:30 a.m. and 4:00 p.m. according to the following schedule:

✧ For Primary 1	(2010/2011)	21 June 2010
✧ For Primary 2	(2010/2011)	22 June 2010
✧ For Primary 3 & Primary 4	(2010/2011)	23 June 2010
✧ For Primary 5	(2010/2011)	24 June 2010
✧ For Primary 6 & Secondary 1	(2010/2011)	25 June 2010

If you miss your scheduled pick-up date, please try to collect them during PTC 2 (Monday, 28 June 2010).

We regret to inform you that payment received after 10th May 2010 will result in a delay in processing your order. If you are out of town during this period, please fax your order to the SAP Bookstore (Fax: 2553-0099) no later than 10th May 2010.

Should you have any further query regarding the above, please contact the undersigned at 2553-9188.

Thank you.

Yours truly

Cindy Yip

SAP Publications (HK) Ltd

Address: PL/ Floor, Bookshop, 23 Nam Long Shan Road, Aberdeen, Hong Kong
Telephone: 2553-9188 Fax: 2553-0099