



SAP Publications (HK) Ltd

30 April 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 6 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:

- |          |             |              |
|----------|-------------|--------------|
| ✧ Sec. 2 | (2010/2011) | 23 June 2009 |
| ✧ Sec. 3 | (2010/2011) | 24 June 2009 |
| ✧ Sec. 4 | (2010/2011) | 25 June 2009 |

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

We regret to inform you that payment received after 6 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: 3482-8369) no later than 6 May 2010.

Should you have any further query regarding the above, please contact the undersigned at 3482-8819.

Thank you.

Yours truly

---

Alison Leung

SAP Publications (HK) Ltd