

本地郵政速遞收件通知書 (只適合登記帳戶使用回程優惠服務)
Local CourierPost Pick-up at Non-registered Address Order Form
(Applicable to account customer using Discount Offer for Returned Delivery Service only)

請注意:

由二〇〇六年八月一日起, 顧客如需上門收件, 每次須支付港幣五十元服務費, 該收費會於指定情況下獲豁免。
同時本地郵政速遞的服務承諾亦有所更改, 詳情請參考於七月寄發的服務條款修訂信函。

Attention please:

With effect from 1 Aug 2006, a fee of \$50 is levied for pick-up service. The fee will be waived under certain conditions.
The service pledge of Local CourierPost service is changed. For details please refer to letter on Revision of Conditions of Service dated 3 July 2006

請傳真此通知書往「電話預約收件中心」以作安排。(每處收件地址應獨立填寫一份通知書)

Please fax this form to the "Telephone Pick-up Centre" for arrangement of collection. (One order form to be completed for each collection address)

傳真號碼: 2868 1440 (港島區 Hong Kong Island)
Fax No.: 2365 3398 (九龍及新界區 Kowloon & New Territories)

公司名稱: _____ 帳戶編號: _____
Company Name: _____ Account No.: _____
註冊收件地址: _____
Registered
pick-up address: _____
帳戶聯絡人: _____ 帳戶電話號碼: _____ 帳戶傳真號碼: _____
Contact Person: _____ Tel. No.: _____ Fax No.: _____

地址 Address		聯絡人 Contact Person	電話號碼 Tel. No.
收件地址 Collection Address	收件地址 (非帳戶註冊收件地址)* Pick-up Address (other than A/C customer's registered pick-up address)*		
派件地址 Delivery Address	郵件只派回帳戶註冊收件地址 Items will be delivered to the A/C customer's registered pick-up address ONLY		

服務範圍: 詳情請參閱本地郵政速遞資料小冊子

1. 香港島
2. 九龍半島
3. 新界主要地區甲
4. 新界主要地區乙
5. 香港國際機場

*附註: 所需郵費將記入上列帳戶內。

Service Areas: please refer to Local CourierPost service leaflet

1. All of Hong Kong Island
2. The entire Kowloon Peninsula
3. Major areas in the New Territories A
4. Major areas in the New Territories B
5. Hong Kong International Airport

* Note: Postage incurred will be debited from the above account.

本地郵政速遞收件類別: _____ 件數: _____ 總重量: _____ 千克
Local CourierPost Items for Collection: _____ No. of items: _____ Total weight: _____ kg

要求收件日期 Requested Date of Collection: _____

要求收件時間 Requested Time of Collection:

星期一至六上午九時至下午十二時三十分
Morning from 9 am to 12.30 pm on Mon to Sat

(截件時間為當日上午十時三十分)
(The cut-off time is 10.30 am on the same day.)

星期一至六下午二時四十五分至下午六時
Afternoon from 2.45 pm to 6 pm on Mon to Sat

(服務範圍 1, 2, 3 及 5: 截件時間為當日下午四時三十分;
服務範圍 4: 截件時間為當日下午二時三十分)
(For service areas 1, 2, 3 & 5: The cut-off time is 4.30 pm on the same day.
For service area 4: The cut-off time is 2.30 pm on the same day.)

簽署 / 公司印鑑
Signature / Company Chop

日期
Date

回覆 Reply

由: 電話預約收件中心
From: Telephone Pick-up Centre

通知書編號:
Order Form No.: _____

閣下的本地郵政速遞收件通知已在 _____ (日/月) 上午/下午 _____ 經傳真/電話收到。
Your Local CourierPost Pick-up Order was received at _____ am/pm on _____ (day/month) by fax/telephone.

閣下的郵件會在以下時間收集: 要求時間: _____
Your item will be collected on: _____ Requested period: _____

其他時間: _____
Other period: _____