

本地郵政速遞收件通知書(只適合登記帳戶使用)  
Local CourierPost Pick-up Service Order Form (applicable to account customer 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，詳情請參考七月寄發的服務條款修訂信函。

**Attention please:**

With effect from 1Aug 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.: \_\_\_\_\_  
聯絡人： \_\_\_\_\_ 電話號碼： \_\_\_\_\_ 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	<input type="checkbox"/> 帳戶登記地址 (若選取此項，便無須填寫下列派件地址一欄) Registered Address (No need to enter delivery address in the following section)		
	<input type="checkbox"/> 其他地址* Other Address*		
派件地址 Delivery Address	<input type="checkbox"/> 帳戶登記地址 (若選取此項，便無須填寫下列派件地址一欄) Registered Address (No need to enter delivery address in the following section)		
	<input type="checkbox"/> 其他地址: Other Address (只適用於要求在其他 地址收件的人士填寫) (To be completed by customer who requests for collection at other 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： \_\_\_\_\_ 總數量： \_\_\_\_\_ 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 (收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: 收件時間為當日下午四時三十分;  
服務範圍 4: 收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：  
Your item will be collected on:  要求時間： \_\_\_\_\_  其他時間： \_\_\_\_\_  
Requested period: \_\_\_\_\_ Other period: \_\_\_\_\_