



Points to Note for Online Ordering Service of Jing Kung Book Store (“Jing Kung”)

1. 家長和同學可自由選擇是否使用這項訂購服務亦可到任何書店或經其他途徑購買課本。
Parents and students are free to purchase the textbooks from any bookstores or other sources.
 2. 網上訂購服務網址：<http://jingkungorder.azurewebsites.net/Order/Home>
Website for online ordering service: <http://jingkungorder.azurewebsites.net/Order/Home>
 3. 接受預訂日期：2022年8月1日
Online ordering service will be available from 1 Aug 2022.
 4. (1) 網上訂購服務祇適用於選擇在「聖保祿學校」取書（取書日期：2022年8月21日）或選擇採用派遞服務的訂購。
Please complete the online order form ONLY if you choose to collect the books at 'St. Paul's Convent School' on 21 Aug 2022 or using the Home Delivery Service.

* 取書日期可能會因應疫情而作出更改，有關更改將會另行通知家長。
Date of collection of books may subject to change depending on the pandemic situation and you will be notified if there are changes.
 - (2) 使用「課本速遞至家中服務」的家長/同學亦請使用網上訂購服務訂購。（送貨日期：2022年8月21 - 24日）
If you choose the Home Delivery Service, please also use online ordering service for book ordering. (Delivery date: 21 - 24 Aug 2022).
 - (3) 家長和同學如欲前往「精工印書局」門市，或經其他途徑購買課本，不需填寫網上表格。有關書局地址及折扣優惠，請參閱#7。
If you choose to purchase the textbooks from Jing Kung or other bookstores, you need not fill in the online ordering form. For the address of Jing Kung and the discount for purchase at retail store, please refer to note 7.
5. 訂書流程 Book Ordering Arrangement:
 - (1) 網上訂購截止日期為2022年8月15日 23:59，家長/同學請於截止日期前填妥網上訂購表格。
The deadline of online ordering is 15 Aug 2022 23:59. Parents / Students are requested to complete the online order-form by the deadline.
 - (2) 確認網上訂購：「精工印書局」會於24小時內以短訊回覆確認。訂購者不需付任何訂金（但使用派遞服務者，須繳付全部書費及派遞費用）。
Confirmation of the order will be made within 24 hours via SMS. Please note that no deposit is required when submitting your online order (except for those who use Home Delivery Service will pre-pay the full book fee and delivery fee).



6. 取書及付款指引| Book Collection and Payment Guidelines:

(1) 選擇在「聖保祿學校」取書 Collect at 'St. Paul's Convent School'

日期及時間: 2022年8月21日, 星期日(中一, 四, 五, 六: 8:30-12:00; 中二, 三: 13:00-16:00); 於「聖保祿學校」有蓋操場派發。

Date & Time: 21 Aug 2022 Sunday (F.1, 4, 5 & 6 8:30-12:00; F.2 & 3 13:00-16:00), Venue: SPCS Covered Playground.

折扣優惠: ★ 88折(現金或支票) Discount: ★ Less 12% (Payment: Cash or Cheque)

備註: 支票抬頭「精工印書局」 Remarks: Cheque Made Payable to: "Jing Kung Book Store".

繳費通知: 回校取書前48小時, 精工將會發短訊通知家長/同學關於費用及取書時段安排。如家長未能於8月21日到學校取書, 請聯絡精工以便商討取書安排。

Payment Notice: Parents/Students will be reminded by SMS 48 hours prior to book collection about the payment due, time slot & arrangements. If parents cannot collect the books in school on 21 Aug 2022, please contact Jing Kung about the alternate arrangements.

(2) 選擇「課本速遞至家中服務」請按網上指示繳交速遞費用。送貨日期為2022年8月21-24日, 精工會於送書前通知家長派送日期及時間。

Home Delivery Service: Please follow the online instruction for payment of delivery service fee. Delivery date will be 21-24 Aug 2022. Jing Kung will inform the parents about the delivery date and time beforehand.

折扣優惠: ★ 9折(銀行過數), 入數戶口: 匯豐銀行(180-051468-001)

Discount: ★ Less 10% (Payment: Bank transfer) HSBC (180-051468-001)

速遞服務每套收費 Book Delivery Charges per set:

香港島 HKI 九龍區 KLN 新界區 NT HK\$80.00

離島 Outlying Islands HK\$250.00

◆ 若同一地點速遞多於一套書, 第二套書起每套書本亦須支付運費。

Delivery fee will be charged for each additional set of books delivered to the same location.

7. 門市地址: 香港仔黃竹坑道49至51號得力工業大廈21字樓D座, 辦公時間: 9:30-19:30。

Bookstore Address: Blk D, 21/F Derrick Industrial Building, 49-51 Wong Chuk Hang Road, Aberdeen, HK.

Opening Hours: 09:30-19:30.

門市購書折扣優惠: ★ 92折(現金或支票), ★ 95折(信用咭付款: Visa, Master or UnionPay)

Discount for purchase at retail store: ★ Less 8% (Payment: Cash or Cheque),

★ Less 5% (Credit Card: Visa, Master or UnionPay).

8. 書單於2022年6月修訂, 定價以港幣為單位。如有任何改動或未定價者, 一律以出版社公布為準。

The textbook list is compiled in June 2022 and prices shown are marked in HK\$. If there are any amendments in price, the announcement of publishers will prevail.



9. 欠書派發安排 Distribution of Outstanding Books:

- 所訂購的欠書，必須先繳付全數 Must pre-paid in full for all the outstanding book ordered.
- 精工印書局會在欠書出版後，以短訊通知家長/同學，並在開課後盡快於校內補發。如有查詢，請致電 2788 0023 : Distribution of outstanding books: Outstanding books will be distributed at school the soonest once published and parents / students will be notified. For any enquires, please call 2788 0023.

10. 由於某些書籍只適用於不同級別，請留意在訂購時，避免重覆選購。

Some textbooks are used for different forms only, parents / students should pay attention to avoid unnecessary purchase.

11. 退款安排：課本可於購買或領取後 14 天內憑單據到門市退款，退款安排只限於完整無缺的全新課本。

Cash refund can be made within 14 days from the date of purchase/collection. Please note that refund is limited to intact and new books with the production of the original receipt.

12. 印有「小部分更改而重印」的並非新版書籍。家長/同學可以選擇購買/使用舊版書籍。

Textbooks list shown with the words 'reprinted with minor amendments' are NOT new edition or revised edition textbooks. Students can use the previous edition.

13. 根據政府膠袋徵費計劃，家長或同學購買課本時，如需要索取膠袋，每個膠袋將收取 2 元。家長或同學亦可自備環保購物袋。

A levy of TWO dollars will be charged for each plastic bag provided (plastic bag levy). For environmental friendliness, parents and students are encouraged to bring their own shopping bags.

14. 使用網上訂書服務時如需協助或有任何查詢，可致電精工印書局：2788 0023（星期一至日：9:30 至 19:30）。

For assistance or any inquiries regarding online ordering service, please contact Jing Kung Book Store by telephone at 2788 0023 (Mon - Sun: 9:30 to 19:30).

15. 精工印書局會依照《個人資料（私隱）條例》妥善地保管及處理所有收集到的個人資料，並確保於完成訂購 6 個月後將有關個人資料銷毀。

Jing Kung Book Store will comply with the requirements of Personal Data (Privacy) Ordinance to protect and handle all the personal data collected and ensure that all the related personal data will be erased after 6 months from the completion of the book ordering.