

精工印書局網上訂購平台  
Online Ordering Platform of Jing Kung Book Store

**\*\* 注意事項 Points to Note \*\***

1. 家長/學生可**自由選擇** 是否使用精工的訂書服務，或到任何書店或以其他途徑購買課本。 Parents/students can **FREELY CHOOSE** whether to use the ordering service of Jing Kung or from any bookstores/sources to purchase the textbooks.
2. 接受預訂日期為 **2023 年 7 月 13 至 19 日**。課本於訂購後**不能退書/退款或更改**。  
Online ordering service will be available **from 13 to 19 July 2023**. **NO book return arrangements /refund or changes** can be made after ordering.
3. 家長/學生 如欲自行前往「精工印書局」門市，而不使用網上平台訂書，或經其他途徑購買課本，請**不用**填寫此網上表格。  
If parents/students choose to make their orders in person at “Jing Kung Book Store” without using the online platform, or order from other bookstores, **DO NOT** fill in this online ordering form.
4. 網上訂書優惠 Payment Discount:
  - a) \*9 折，現金或支票付款，支票抬頭「精工印書局」；或銀行轉賬/轉數快付款，轉賬戶口：匯豐銀行 180-051468-001 / 轉數快代碼：104240288. 或  
Discount: \*Less 10% by cash or cheque payment (only accepted on site school pick up), cheque made payable to “Jing Kung Book Store”, or bank-in/FPS (HSBC account no. 180-051468-001/FPS code: 104240288). Or,
  - b) \*95 折 (信用卡付款) \*Less 5% for credit card payment.
  - 門市只提供預訂課本，折扣優惠為 \*93 折 (現金或支票) 或 \*95 折 (信用卡付款)  
Only textbook pre-ordering will be provided for Tin Hau store walk-in, discount is 7% (by cash or cheque payment) or 5% for credit card payment.
5. 網上訂書安排 Book Ordering Arrangement:
  - a) 在「**聖保祿學校**」取書的網上訂購截止日期為 **2023 年 7 月 19 日 23:59**; 截止日期後家長/學生仍可在平台訂購，但只可選擇於 i) 到天后門市領取書籍 或 ii) 付費課本速遞至家中服務。**[請留意: 於截止日期後訂書有可能導致 取/送書延誤，請家長/學生盡量於截止日期前填妥網上訂購表格及完成付款(速遞服務)]**。

The deadline for online ordering with **school pick up** is **19 July 2023 23:59**. After the deadline, parents/students can still order online by choosing pick up at Tin Hau bookstores or by pre-paid home delivery service. **[Attention: Any online ordering after the deadline may lead to delay of collection/delivery, please complete the online ordering before the deadline.]**

- b) 訂購者如在學校取書並以現金/支票支付，暫不需要付款或訂金（只需於取書時付款），但使用銀行轉帳/轉數快/信用卡支付或使用派遞服務者，須繳付全部書費及派遞費用。No payment or deposit is required when submitting your online order if parents choose to collect books at school and pay by cash/cheque (except for those who choose to pay by bank transfer / FPS / credit card or use "Textbooks Delivery Home Service", which requires full payment of textbooks and delivery fees).
- c) 完成確認訂購及付款（如以銀行轉帳或轉數快支付）後，「精工印書局」會以電郵回覆確認訂單。  
Order Confirmation will be sent after the order placement and payment (for FPS / bank-in only) by Jing Kung via email.

## 6. 取書方法:

- a) 選擇在「聖保祿學校」取書 Choose to pick up books at "St. Paul's Convent School"  
取書當日付款，取書日期及時間: 2023 年 8 月 20 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。  
Payment can be made on the day of books pickup. Date & Time: 20 August 2023, Sunday.  
(For F.1, 4, 5 & 6 from 8:30 to 12:00; F.2 & 3 from 13:00 to 16:00)  
Venue: SPCS Covered Playground.

現場只接受現金或支票付款，(支票抬頭「精工印書局」); 現場不設信用卡付款。如以銀行轉帳/轉數快付款，請自行列印繳費通知及付款紀錄並於取書日當天交回精工印書局職員。

Only cash or cheque payment is accepted on site, (Cheque made payable to "Jing Kung Book Store"), NO credit card payment will be accepted. If you pay by bank-in/FPS, please print the confirmation note and payment receipt and return it to the staff of Jing Kung Book Store for book collection.

取書通知: 回校取書前 48 小時，精工印書局會以手機短訊及電郵通知家長有關訂單/取書編號、應付金額、取書時段等資料。家長於取書時請出示取書通知短訊或電郵 (印有訂單/取書編號) 及付款紀錄 (如以銀行轉帳或轉數快支付)。如家長未能於 8 月 20 日到學校取書，請聯絡精工印書局以便商討取書安排。

Reminder of book collection: Ordering / Collection number, actual payment required, and time slot of collection will be sent to Parents/Students via SMS and email 48 hours prior to book collection day. Parents please present the SMS or Email reminder with ordering/collection number and payment record (for FPS / bank-in only) for book pick up. If parents cannot collect the books from school on 20 Aug 2023, please contact Jing Kung Book Store for alternative arrangements.

- 校內取書日期有可能因不預期情況而作出更改，如有更改將會另行通知家長。  
Date of books collection may subject to change due to unforeseeable circumstances and parents will be notified beforehand.

- b) 付費「課本速遞至家中服務」 Using Pre-paid textbooks Delivery Home Service:  
送貨日期為 2023 年 8 月 21 日開始送出，精工印書局會於送書前通知家長派送日及時間。Delivery service will commence from 21 August 2023. Jing Kung Book Store will contact parents about the delivery date and time beforehand.

請家長/學生按網上指示繳交速遞費用。全港各區 (包括離島)速遞費用均劃一為每套港幣\$70; 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。

Please follow the online instructions for payment of delivery service fee. Book Delivery Charge is fixed at HK\$70 for all locations including outlying islands. Same delivery fee will be charged for each additional set of books delivered to the same location.

- c) 選擇於「精工天后門市」取書 Pick up books at Jing Kung Tin Hau Store:  
取書日會比學校取書日 (8 月 20 日)為遲，精工書局會按照各人訂書次序直接與家長聯絡。門市地址: 香港英皇道 14 號天后蘋果商場 1 樓 7 號舖 (天后港鐵站 A1 出口)  
Book collection will be after the school pick up date 20 Aug 2023. Jing Kung will contact those parents directly for collection in accordance with their book ordering sequence. Address: Apple SOLO 1st Floor, Shop 7 No.14 King's Road, Tin Hau HK (Tin Hau MTR Station Exit A1)

7. 書單於 2023 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 2023 and prices shown are marked in HK\$. If there are amendments in price, the announcement from publishers will prevail.

8. 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 certain forms only, parents/students should pay attention to avoid unnecessary purchase.

9. 欠書派發安排 Distribution of Outstanding Books:  
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。Outstanding books once released will be sent to school as soon as possible. Jing Kung will notify the Parents/students.

10. **特別安排:** 本年度精工原則上**不設**退書安排，若家長/學生已向精工印書局訂購課本，但於 2023 年 9 月 15 日仍未能收到課本，家長/學生可於 9 月 16 日至 9 月 30 日期間，向精工提出退回欠書款項。下列情況除外：  
i) 精工印書局能提供證明 - 因出版社的原因而導致課本尚未出版，或  
ii) 精工印書局能提供證明 - 因物流的原因而導致課本尚未到達香港

**Special Arrangement:** Basically, there will be **NO** book return arrangement this year. However, if parents/students have NOT received the textbook ordered on 15 September, 2023, they can contact Jing Kung Bookstore between 16 and 30 September, 2023 for refund. Nevertheless, refund will not be arranged if Jing Kung can provide evidence that the delay is due to:

- i) The cause of the publisher and the book is not yet released, OR  
ii) Overseas logistic reason.

11. 印有「小部分更改而重印」的並非新版書籍。家長 /學生可以選擇購買/ 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 old edition.
12. 使用網上訂書服務時如需協助或有任何查詢 (如欠書等)，可致電精工印書局: **2571 1770** 或聯絡 **WhatsApp 6396 0435** (辦公時間: 星期一至六 10:00 至 19:00)。For enquiries or assistance regarding online ordering or retail service (such as outstanding books, etc.), please contact Jing Kung Book Store by telephone **2571 1770** or **WhatsApp 6396 0435** (Service Hours: Mon - Sat 10:00 to 19:00).
13. 根據政府膠袋徵費計劃，家長/學生購買課本時，如需索取膠袋，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 bags.
14. 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 destroyed after 6 months from the completion of the book retailer service.