

Hong Wen School – New Order Form for 2016

Finest Stitches Pte Ltd (Business Registration No. 201104560C)

Website: www.fineststitches.com.sg Email: nametag@fineststitches.com.sg

Whatsapp / SMS / Hotline: 85008111

Dear Parents. You may choose to order your child's Name Tags via the following methods.

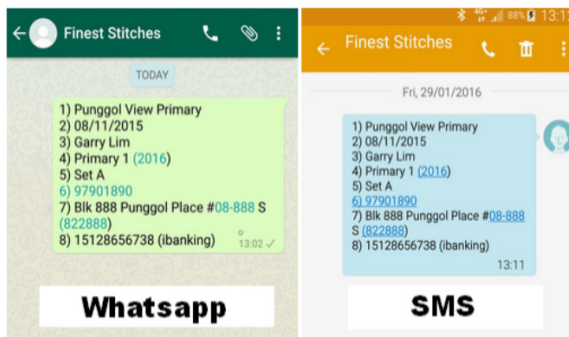
Important: Only choose **ONE** of the options. Do not send more than once unless you require more name tags or you will have to pay for the additional orders.

Reminder: Please include your payment details when making the order.

Option 1: WHATSAPP or SMS to 8500 8111

Please follow the format as provided below with ALL the information. (See Sample on the right)

- 1) School Name
- 2) Date of order
- 3) Child's Name (**English and Chinese**)
- 4) Class Level & Year
- 5) Quantity (**Choose either Set A or Set B**)
Set A) 1 Set of S\$7.00 (5 pieces / set)
Set B) 1 Set of S\$10.00 (10 pieces /set)
- 6) Your contact number
- 7) Home Address
- 8) Bank Transfer (ATM Receipt or iBanking) to **OCBC (588 – 081109 – 001)**
(Either Transaction No. or Screenshot or the transfer)



Note

**Upon receiving your Whatsapp or SMS order with the payment details, you will receive a confirmation reply within 48hrs.

**Your child's name tags will be delivered to the address listed in the Whatsapp or SMS order by Normal Mail within 2 to 4 weeks

Option 2: Email (nametag@fineststitches.com.sg)

Please follow the format as provided below with ALL the information.

- 1) School Name
- 2) Date of order
- 3) Child's Name (**English and Chinese**)
- 4) Class Level & Year
- 5) Quantity (**Choose either Set A or Set B**)
Set A) 1 Set of S\$7.00 (5 pieces / set) or Set B) 1 Set of S\$10.00 (10 pieces /set)
- 6) Your contact number
- 7) Home Address
- 8) Bank Transfer (ATM Receipt or iBanking) to **OCBC (588 – 081109 – 001)**
(Either Transaction No. or Screenshot or the transfer)

Note

**Upon receiving your mail with the payment details, you will receive a confirmation reply within 48hrs.

**Your child's name tags will be delivered to the address listed in the Order Form by Normal Mail within 2 to 4 weeks.

Option 3: Filling up the Order Form (Mailing)

Please follow the format as provided below with ALL the information.

- 1) Fill up all the details in the Order Form. (**Name must be written clearly.**)
- 2) Make a duplicate copy and keep 1 copy for yourself before mailing it to us.
- 3) Make payment via Bank Transfer to **OCBC (588 – 081109 – 001)**
- 4) Take a photo / screenshot of the ATM Receipt or iBanking Transaction.
- 5) Attached both Order Form and Bank Transactions details and mail out together.
- 6) Mail it to the following address:

16 Kallang Place #04-15 S (339156)

Note

**Upon receiving your mail with the payment details, you will receive a confirmation reply within 48hrs.

**Your child's name tags will be delivered to the address listed in the Order Form by Normal Mail within 2 to 4 weeks.

Option 4: Walk-In Order (Bookshop)

Please follow the format as provided below with ALL the information.

- 1) Fill up all the details in the Order Form. (**Name must be written clearly.**)
- 2) Make Cash payment to the Bookshop.
- 3) Retain the bottom slip for verification purposes when collecting it at Bookshop.

Note

**Your child's name tags will be given back to the School Bookshop within 4 – 6 weeks.