

Hong Wen School – Name Tag Order Form

Venue31 LLP (T07LL0061B)

Whatsapp / SMS / Hotline: 9684 4795

Office Address: Blk 1014 Geylang East Ave 3 #05-184 Singapore 389729, Tel:67499846

Email: lisheng@venue31.com.sg

Note:

- 1) Please fill up Section A & B if ordering via email. If walk-in order, kindly fill up Section A to D.
- 2) It is compulsory for all P1 to P6 students to have name tags on the School Uniform.
- 3) Please indicate the official name of your child based on his / her Birth Certificate or Deed Poll.
- 4) Max of 22 characters (inclusive of spacing) for the name.
- 5) Should the name on the tag is not part of your child's official name, you will be required to replace it.
- 6) The name tags will be delivered to school bookshop within 2 – 6* weeks upon receiving the full payment.
* Year end holiday and beginning of new year school term delivery duration will be about 4 - 6 weeks

Section A: Order Form For Embroidery name Tags (English and Chinese Name) (For use on School Uniform)

Please the quantity that you would like to order in the box provided. You may also order additional name tags if required.

1 Set of S\$12.00 (10 pieces / Set) inclusive of GST.

1 Set of S\$8.50 (5 pieces / Set) inclusive of GST.

English name of Student (in FULL BLOCK LETTERS)

Please write your child's name Neatly and Clearly.

Max of 22 characters (inclusive of spacing) for the name.

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Chinese Character (中文名)

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Please indicate your child's class and year below:

Primary : _____

Year : _____

Section B

Name of Parent / Guardian: Dr / Mr / Mrs / Mdm _____

Contact No: (Home) _____ (Mobile) _____ Email: _____

Signature of Parent / Guardian: _____

Order Date: _____

BELOW PORTION ONLY APPLICABLE TO ORDERING AT BOOKSHOP (WALK IN ORDER)

Section C

Cheque Payment: Please submit the Order Form Together with your cheque to School Bookshop

Payable to: Venue31 LLP

Note: When a cheque is returned in discrepancy, the parent is liable to pay a penalty of \$10.00 deducted by the bank.

Bank: _____

Cheque No. : _____

Amount: _____

Section D

Hong Wen School / Student's Name Tag Order Form (Customer's Copy)

1 Set of S\$12.00 (10 pieces / Set)

1 Set of S\$8.50 (5 pieces / Set)

Name: _____

Class: _____

****(Please keep this copy & payment receipt as proof of payment when collecting the Name Tags)****