

Hong Wen School – Name Tag Order Instruction

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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.

Order Method: Via Email (lisheng@venue31.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\$8.50 (5 pieces / set) or Set B) 1 Set of S\$12.00 (10 pieces /set)
- 6) Your contact number
- 7) Bank Transfer (ATM Receipt or iBanking) to **POSB Savings (124-37029-9)**.
(Either Transaction No. or Screenshot or the transfer)

*Collect your child's name tags from the School Bookshop within 2-3 weeks (School Term)

*Collect your child's name tags from the School Bookshop within 4-6 weeks (Year End holiday and Beginning of new year school term)

Option 2: Walk-In Order in School (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/Cheque payment to the vendor
- 3) Retain the bottom slip for verification purposes when collecting it at Bookshop

Note

*Collect your child's name tags from the School Bookshop within 2-3 weeks (School Term)

*Collect your child's name tags from the School Bookshop within 4-6 weeks (Year End holiday and Beginning of new year school term)
