

現就讀中一、中二級之學生 Current Form 1 & Form 2 students

2020-2021 年度訂書、取書安排

2020/2021 Arrangement of Textbook Order and Collection

原訂安排 Original arrangement	新安排 New arrangement		備註 Remarks
訂書 Order of textbooks 日期：23/7/2020 Date: 23/7/2020 時間：08:00-12:00 Time: 08:00-12:00 地點：G03 活動室 Venue: G03 (Activity Room) **23/7 舊生註冊當天，學生或家長領取訂書表格，填妥後即日交回書商** **During the registration day on 23/7, students or parents will fill in the textbook order forms and submit them to "Sup Retail (Hong Kong) Limited".**	選項一： Option 1 :	按原訂的日程，學生或家長於 23/7 當天到校向班主任領取書單。 Based on the original arrangement, students or parents will get the order forms from class teachers at school on 23/7. 可選擇： Choose: (1)即日於校內遞交表格 (1) submit the form at school on the same date; 或 or (2)網上訂購 (2) order the textbooks online.	網上訂購教科書之流程及說明，請細閱附件。 Please refer to the attachment for more details about the online order and arrangement.
	選項二： Option 2 :	只適用於 23/7 沒有回校 之學生： 學生按獲分派的訂書編號（訂書編號將透過 Moxtra 班群組發放），於 27/7 或之前完成訂書（只限網上訂購）。 Only applicable to students who will not come back to school on 23/7 : Each student will receive a code about the textbook order (all the codes will be issued on Moxtra). Students should order the textbooks on or before 27/7 (only applicable to online orders).	
17/8 領取課本 (暫時) 17/8 Collection of textbooks (Temporary)	不變 Remain unchanged		

除上述安排外，學生或家長可自行前往學校指定供應商分店或坊間書局購買課本及暑期作業。

Apart from the above arrangement, students or parents can go to the branch of the designated supplier or bookstores to purchase textbooks and summer holiday homework.

惟請注意，透過學校向指定供應商分店訂購課本，可獲九折優惠。自行前往學校指定供應商分店訂購課本，則獲九五折優惠。


If students or parents submit the order forms directly to the branch of the designated supplier through the school, they will receive a 10% off discount. If students or parents purchase textbooks in the branch of the designated supplier, they will only get a 5% off discount.

聯合新零售（香港）有限公司
Sup Retail (Hong Kong Limited)
商務印書館（尖沙咀圖書中心）
Commercial Press (Tsim Sha Tsui Branch)

附件 Attachment

網上訂購教科書之流程及說明

Procedure and Explanation of the Online Order Form

	網上訂購（於 2020 年 7 月 27 日(一)或之前） Online Order (on or before 27/7/2020)	
訂書方法 How to make an order:	<div>1. 登入網站：https://tb.supretail.com.hk Login to the website: https://tb.supretail.com.hk</div> <div>2. 輸入本表訂書編號：（請參閱學校提供的訂書編號） Type the order code: (Please refer to the order code provided by the school) 例如：501062XXXX For example: 501062XXXX</div> <div>3. 輸入學校確認碼：2601 Type the confirmation code of the school: 2601</div> <div>4. 選取訂購課本及確認 Choose the textbooks that you want to purchase and confirm the order.</div> <div>5. 輸入 中文姓名、手提電話號碼 及 電郵等資料 Type your Chinese name, mobile phone number and e-mail, etc.</div> <div>6. 再次確認 Confirm the order again.</div> <div>7. 收到電話短訊 Receive an SMS on your phone.</div> <div>8. 取書時出示短訊或本訂購表 Show your SMS or order form when collecting your books in August.</div> <div>9. 如訂購過程中有任何疑問，請致電 6605 4705 查詢 If you have any inquiries during the process of making the online order, please dial 6605 4705 for more information. (專線服務時間：星期一至五:10:00-18:00, 星期六:10:00-13:00) (Service Hotline: Mondays to Fridays: 10:00-18:00; Saturdays: 10:00-13:00)</div>	
取書日期及地點 (暫定) Date of collecting the books (Temporary)	2020 年 8 月 17 日 (一) 10:00-17:00(G03 活動室) 10:00-17:00, 17 th August, 2020 (Monday) in Room G03 (Activity Room) 如派書當天未能到校領取課本，此訂購單將自動取消，所訂課本將不作保留。 If the textbooks cannot be collected on 17/8, the order form will be cancelled	

	automatically, and they will not be kept.
付款方式 Payment Method	<p>現金、信用卡、支票。取書時，請繳付全數書價 (包括未出版課本)。</p> <p>Cash, credit card or cheque can be accepted. When collecting textbooks, please make a full payment (including textbooks that have not been published).</p> <p>支票抬頭「聯合新零售 (香港) 有限公司」或 “SUP Retail (Hong Kong) Limited.”，支票背面請寫上學生姓名、班別及家長聯絡電話。任何付款方法，本館均不收取手續費。</p> <p>Parents may pay by crossed cheque, made payable to “SUP Retail (Hong Kong) Limited” with information of the student’s name, current class and parent’s mobile phone number clearly written on the back. Please note that there is no extra charge for any payment methods mentioned above.</p>
欠書處理 For textbooks that are not published yet	<p>派書當日尚未出版的課本，將於開學後在校內派發。</p> <p>For textbooks that are not published on 17/8, they will be distributed after the commencement of school.</p>
其他 Others	<p>如遇惡劣天氣(黑色暴雨或八號風球)，所有工作順延至下一個工作天。如該天為星期五，下一個工作天為下星期一。</p> <p>家長/學生可自由選擇於任何書局或本館任何門市購買課本。如選擇本訂購服務，請於下附日期預訂課本及於校內領取課本，可享有校內特價〔9 折〕優惠。如於本館門市購買，則可享有 95 折優惠。</p> <p>If there is bad weather (Black Rainstorm Signal or Typhoon Signal No.8), all the work will be postponed until the next working day. If it is Friday, the next working day will be the following Monday.</p> <p>Parents or students can choose to buy textbooks in the branches of “SUP Retail (Hong Kong) Limited” or any other bookstores. If parents or students want to purchase textbooks via the service offered by SUP Retail (Hong Kong) Limited, please make the order through the school on the designated dates and collect the textbooks at school in August. In this way, a 10% off discount will be offered. If the purchase is made in the branch, parents or students will get a 5% off discount.</p>