良治同行 Practising Governance

PUBLICATION ORDER FORM

Format: Language:	"Review of last AGM season — key da Guide + Tools (excel); in electronic fo	•
Purchaser Information		
(Optional) Contacts for co-ordinating purchase logistics		
Company Name*:		
Contact for purchase order co-ordination:		
Email Address of coordinator:		
Purchaser:		
Salutation*	First Name*	Last Name*
Work Number		Mobile Phone Number
Company Name* (No need to repeat if given above):		
Job Title*		Email Address*
Payment due: \$		
Please tick this box if you like a formal receipt in due course		

<u>Notes:</u>

- 1. All * fields are mandatory.
- 2. Purchase process:
 - (a) Please complete this form and email to us (events@practisingov.com), so that we note your purchase. Then send the hard copy, together with your payment (please make cheque payable to "Practising Governance Limited"), to our office at 17/F, Hong Kong Jewellery Building, 178-180 Queen's Road Central, Hong Kong.

Alternatively, you may deposit the payment to our HSBC bank account (023-436652-838 in the name of "Practising Governance Limited") and email us (events@practisingov.com) a copy of the transfer receipt with information on the purchaser for our records.

- (b) We shall dispatch the E-Guide and tools to the coordinator's email address (if there is one) or the purchaser's email address after receiving your payment. <u>Please call us on 2509 3928 if you do not</u> <u>receive our E-Guide and tools within 3 days after sending us your payment</u>. (We are aware of instances where our emails have been blocked /identified as "spoofing" by companies' IT systems).
- 3. For details of the terms and conditions, please refer to our Terms and Conditions Training/events/publications on our website at http://practisingov.com/