

PUBLICATION ORDER FORM

Publication Details

Name: "Directors' fee+ meetings — key data and analysis" (*will be available by 15 Nov 19*)
Format: Guide + Tools (excel); in electronic format
Language: English
Price: \$2300

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: \$2300

Please tick this box if you like a formal receipt in due course

Notes:

1. All * fields are mandatory.
2. Purchase process:
 - (a) Please complete this form and email to us (events@practisinggov.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@practisinggov.com) a copy of the transfer receipt with information on the purchaser for our records.
 - (b) **The Guide will be issued by 15 Nov, 2019.** 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. Please call us on 2509 3928 if you do not receive our E-Guide and tools within 3 days after sending us your payment. (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://practisinggov.com/>