

**HONG KONG BAPTIST UNIVERSITY**  
**ORDER FORM for WHITE ENVELOPE**

PR No.: \_\_\_\_\_

To : Mee Kwong Printing Limited  
 Attn. : Ms. Annie Ma  
 Tel. : 2544 3349  
 Fax : 2815 0936  
 Email : wmma@meekwong.com

Department/Office : \_\_\_\_\_  
 Contact Person : \_\_\_\_\_  
 Tel. : \_\_\_\_\_  
 Email : \_\_\_\_\_  
 Date : \_\_\_\_\_

<b>CORPORATE STATIONERY PRINTING</b>						
Item	Description		Order Unit	Unit Price	Order Qty.	Unit
(Ai)	<b>White Envelope - Type I (without window)</b>  Size: 22(W) x 11(H) cm (DL) Color: 1C + 0	Artwork Fee*	1 job	\$50.00 / job	[       ]	job
		Printing Cost	500 - 999 pcs.	\$1.91 / pc.	[       ]	pc.
			1,000 - 1499 pcs.	\$1.01 / pc.	[       ]	pc.
			1,500 - 1999 pcs.	\$0.73 / pc.	[       ]	pc.
			2,000 pcs. or above	\$0.58 / pc.	[       ]	pc.
(Aii)	<b>White Envelope - Type II (with window)</b>  Size: 22(W) x 11(H) cm (DL) Color: 1C + 0	Artwork Fee*	1 job	\$50.00 / job	[       ]	job
		Printing Cost	500 - 999 pcs.	\$2.12 / pc.	[       ]	pc.
			1,000 - 1499 pcs.	\$1.12 / pc.	[       ]	pc.
			1,500 - 1999 pcs.	\$0.81 / pc.	[       ]	pc.
			2,000 pcs. or above	\$0.64 / pc.	[       ]	pc.
<b>For first time printing; Artwork fee will NOT be            *Remark: charged for re-print item(s) (with AI/PDF file            created by Mee Kwong)</b>			<b>Total Amount :      HK\$ _____</b>			
<b>Please put a "√" in [   ] as appropriate</b>						
<b><u>Delivery Location</u></b>			<b><u>New-print</u></b>			
[   ]	Ho Sin Hang Campus (Kowloon Tong)		[   ]	No artwork attached ( <b>Artwork = AI/PDF files created by Mee Kwong</b> )		
[   ]	Shaw Campus (Kowloon Tong)		[   ]	Completed Appendix I attached		
[   ]	School of Continuing Education (Kowloon Tong)		<b><u>Re-print</u></b>			
[   ]	Shek Mun Campus (Shatin)		[   ]	Artwork attached ( <b>Artwork = AI/PDF files created by Mee Kwong</b> )		
[   ]	Tsuen Wan Campus (Tsuen Wan)		Last PO No.: _____			
<p><a href="#">* Please refer to the Brand Communications Guide (page 89 -103) for the general principles.</a></p> <p>**Customised design (not standard version) shall be submitted to CPRO for approval before printing.</p>						

**HONG KONG BAPTIST UNIVERSITY**  
**ORDER FORM For NAME CARD, LETTERHEAD and COMPLIMENT SLIP**

PR No.: \_\_\_\_\_

To : Win Fung Production Limited  
 Attn. : Ms. Ava Wong  
 Tel. : 2425 1100  
 Fax : 2425 1133  
 Email : avawong@winfunghk.com

Department/Office : \_\_\_\_\_  
 Contact Person : \_\_\_\_\_  
 Tel. : \_\_\_\_\_  
 Email : \_\_\_\_\_  
 Date : \_\_\_\_\_

<b>CORPORATE STATIONERY PRINTING</b>							
Item	Description		Order Unit	Unit Price	Order Qty.	Unit	
(Ai)	<b>Name Card</b>  Size: 9(W) x 5.5(H) cm Color: 2C + 2C	Artwork Fee*	1 job	\$20.00 / job	[        ]	job	
		Printing Cost	name(s) x _____ pcs. = total _____ pcs.				
			200 pcs. (per 1 name)	\$1.00 / pc.	[        ]	pc.	
			400 pcs. (per 1 name)	\$0.80 / pc.	[        ]	pc.	
			600 pcs. (per 1 name)	\$0.75 / pc.	[        ]	pc.	
		800 pcs. (per 1 name)	\$0.70 / pc.	[        ]	pc.		
(Aii)	<b>Name Card (with portrait)</b>  Size: 9(W) x 5.5(H) cm Color: 4C + 4C	Artwork Fee*	1 job	\$50.00 / job	[        ]	job	
		Printing Cost	name(s) x _____ pcs. = total _____ pcs.				
			800 pcs. or above (per 1 name)	\$2.00 / pc.	[        ]	pc.	
(B)	<b>Letterhead</b>  Size: A4 Color: 1C + 0	Artwork Fee*	1 job	\$50.00 / job	[        ]	job	
		Printing Cost	500 - 999 pcs.	\$0.90 / pc.	[        ]	pc.	
			1,000 - 1499 pcs.	\$0.80 / pc.	[        ]	pc.	
			1,500 - 1999 pcs.	\$0.70 / pc.	[        ]	pc.	
			2,000 pcs. or above	\$0.60 / pc.	[        ]	pc.	
(C)	<b>Compliment Slip/ Referral Slip</b>  Size: 13.5(W) x 9.5(H) cm Color: 1C + 0	Artwork Fee*	1 job	\$50.00 / job	[        ]	job	
		Printing Cost	200 - 399 pcs.	\$2.00 / pc.	[        ]	pc.	
			400 pcs. or above	\$1.50 / pc.	[        ]	pc.	
<b>For first time printing; Artwork fee will NOT be</b> <b>*Remark: charged for re-print item(s) (with AI/PDF file</b> <b>created by Win Fung)</b>			<b>Total Amount :        HK\$ _____</b>				

<b>Please put a "✓" in [ ] as appropriate</b>	
<u>Delivery Location</u>	<u>New-print</u>
[ ] Ho Sin Hang Campus (Kowloon Tong)	[ ] No artwork attached (Artwork = AI/PDF files created by Win Fung)
[ ] Shaw Campus (Kowloon Tong)	Completed Appendix I attached
[ ] School of Continuing Education (Kowloon Tong)	<b><u>Re-print</u></b>
[ ] Shek Mun Campus (Shatin)	[ ] Artwork attached (Artwork = AI/PDF files created by Win Fung)
[ ] Tsuen Wan Campus (Tsuen Wan)	Last PO No.: _____

\* Please refer to the [Brand Communications Guide \(page 89 -103\)](#) for the general principles.  
 \*\*Customised design (not standard version) shall be submitted to CPRO for approval before printing.

## Hong Kong Baptist University Envelope – Standard version A

Please input the following information for the printing of Letterhead:



 <p>The diagram illustrates the layout for the envelope's letterhead. It features the Hong Kong Baptist University logo in the top left corner. Below the logo is a grey rectangular area labeled 'Window Area (optional) 100mm(w) X 37mm(h)'. To the right of the window area is a blue rectangular area labeled '印刷品 PRINTED MATTER (optional for above logo)'. On the right side of the envelope, there is vertical text: '香港九龍塘 Kowloon Tong Hong Kong'.</p>	
<p><b><u>Contact information</u></b></p> <p>Address <b>(Fixed)</b></p>	<p>香港九龍塘 Kowloon Tong, Hong Kong <b>(Fixed)</b></p>

**Note:**

Please refer to the [Brand Communications Guide](#) for the details of general principles of printing Envelope.

## Hong Kong Baptist University Envelope – Standard version B – with sub-branding

Please input the following information for the printing of Letterhead:

 <p style="margin: 0;"><b>香港浸會大學</b> HONG KONG BAPTIST UNIVERSITY</p> <p style="font-size: small; margin: 0;">學院/學系/行政部門/研究所/中心/實驗室 FACULTY/SCHOOL/ACADEMY/DEPARTMENT/ INSTITUTE/CENTRE/LABORATORY</p> <div style="background-color: #444; color: white; padding: 5px; margin-top: 20px; text-align: center;">       Window Area (optional) 100mm(w) X 37mm(h)     </div>	
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<p><b><u>Name of the unit</u></b></p> <p>學院/學系/行政部門/研究所/中心/實驗室 FACULTY/ SCHOOL/ ACADEMY/ DEPARTMENT/ INSTITUTE/ CENTRE/ LABORATORY</p>	
<p><b><u>Contact information</u></b></p> <p>Address <b>(Fixed)</b></p>	<p>香港九龍塘 Kowloon Tong, Hong Kong <b>(Fixed)</b></p>

**Note:**

Please refer to the [Brand Communications Guide](#) for the details of general principles of printing Envelope.

## Hong Kong Baptist University

### Name card – **Type A**

**(For faculty members with one title)**

Please input the following information for the printing of the name card:

 <p style="text-align: center;">香港浸會大學 HONG KONG BAPTIST UNIVERSITY</p> <p style="text-align: center;"><b>CHAN Tai-man</b> BA, MBA, PhD, FHKCA Professor Department of Chinese Language and Literature</p> <p>+852 3411 1234 chantaiman@hkbu.edu.hk ORCID: 0000-0000-0000-1234</p> <div style="text-align: right; border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Portrait Area (optional)</div> <p style="text-align: right;">Kowloon Tong, Hong Kong www.hkbu.edu.hk</p>	 <p style="text-align: center;">香港浸會大學 HONG KONG BAPTIST UNIVERSITY</p> <p style="text-align: center;">陳大文 教授 中國語言文學系</p> <p>+852 3411 1234 chantaiman@hkbu.edu.hk</p> <p style="text-align: right;">香港九龍塘 www.hkbu.edu.hk</p> <div style="text-align: right; border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">QRcode (optional)</div>
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#### English version:

1	Name (last name in all caps)	
2	Academic/Professional qualifications (if any)	
3	Contacts (HKBU related tel & e-mail)	+852  <a href="mailto:@hkbu.edu.hk">@hkbu.edu.hk</a>  Kowloon Tong, Hong Kong www.hkbu.edu.hk
4	Job title	
5	Unit	
6	ORCID	

#### Chinese version:

1	Name	
2	Contact (HKBU related tel & e-mail)	+852  <a href="mailto:@hkbu.edu.hk">@hkbu.edu.hk</a>  香港九龍塘 www.hkbu.edu.hk
3	Job title	
4	Unit	
	QR code link (optional) (HKBU related)	

#### Note:

1. Please provide a photo of size 18mm x 20mm if a portrait has to be included.
2. There will be **additional charges** to print name card with portrait.
3. Please refer to the [Brand Communications Guide](#) (page90-94) for the details of general principles of printing name card.

## Hong Kong Baptist University

### Name card – **Type B**

#### (For administrative staff with one title)

Please input the following information for the printing of the name card:

 <p style="margin: 0;">香港浸會大學 HONG KONG BAPTIST UNIVERSITY</p> <div style="border: 1px solid blue; background-color: #0056b3; color: white; padding: 5px; text-align: center; margin: 10px 0;"> <b>Portrait Area</b> (optional)         </div> <p style="margin: 0;"><b>CHAN Tai-man</b> Assistant Manager Communication and Public Relations Office</p> <p style="font-size: small; margin-top: 20px;">+852 3411 1234 chantaiman@hkbu.edu.hk</p> <p style="font-size: small; text-align: right;">Kowloon Tong, Hong Kong www.hkbu.edu.hk</p>	 <p style="margin: 0;">香港浸會大學 HONG KONG BAPTIST UNIVERSITY</p> <p style="margin: 0;"><b>陳大文</b> 助理經理 傳訊公關處</p> <p style="font-size: small; margin-top: 20px;">+852 3411 1234 chantaiman@hkbu.edu.hk</p> <p style="font-size: small; text-align: right;">香港九龍塘 www.hkbu.edu.hk</p> 
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#### English version:

1	Name (last name in all caps)	
2	Academic/Professional qualifications (if any)	
3	Contacts (HKBU related tel & e-mail)	+852 <div style="text-align: right; color: blue;"><a href="mailto:chantaiman@hkbu.edu.hk">@hkbu.edu.hk</a></div> Kowloon Tong, Hong Kong www.hkbu.edu.hk
4	Job title	
5	Unit	

#### Chinese version:

1	Name	
2	Contact (HKBU related tel & e-mail)	+852 <div style="text-align: right; color: blue;"><a href="mailto:chantaiman@hkbu.edu.hk">@hkbu.edu.hk</a></div> 香港九龍塘 www.hkbu.edu.hk
3	Job title	
4	Unit	
	QR code link ( <b>optional</b> ) (HKBU related)	

#### Note:

1. Please provide a photo of size 18mm x 20mm if a portrait has to be included.
2. There will be **additional charges** to print name card with portrait.
3. Please refer to the [Brand Communications Guide](#) (page90-94) for the details of general principles of printing name card.

# Hong Kong Baptist University

## Name card – Type C

(For faculty/administrative members with two/three titles)

Please input the following information for the printing of the name card:

 <p>香港浸會大學 HONG KONG BAPTIST UNIVERSITY</p> <p><b>John CHAN</b> BA, MBA, PhD, FHKCA Professor Department of Chinese Language and Literature Director Research Centre for Chinese Cultural Heritage</p> <p>+852 3411 1234 chantaiman@hkbu.edu.hk ORCID: 0000-0000-0000-1234</p> <p style="text-align: right;">Kowloon Tong, Hong Kong www.hkbu.edu.hk</p> <div style="background-color: #0056b3; color: white; padding: 5px; text-align: center;">Portrait Area (optional)</div>	 <p>香港浸會大學 HONG KONG BAPTIST UNIVERSITY</p> <p><b>陳大文</b> 教授 中國語言文學系 主任 中國傳統文化研究中心</p> <p>+852 3411 1234 chantaiman@hkbu.edu.hk</p> <p style="text-align: right;">香港九龍塘 www.hkbu.edu.hk</p> <div style="background-color: #0056b3; color: white; padding: 5px; text-align: center;">QRcode (optional)</div>
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### English version:

1	Name (last name in all caps)	
2	Academic/Professional qualifications (if any)	
3	Contacts (HKBU related tel & e-mail)	+852  <a href="mailto:chantaiman@hkbu.edu.hk">@hkbu.edu.hk</a>  Kowloon Tong, Hong Kong www.hkbu.edu.hk
4	Job title	
5	Unit	
6	ORCID (faculty members only)	

### Chinese version:

1	Name	
2	Contact (HKBU related tel & e-mail)	+852  <a href="mailto:chantaiman@hkbu.edu.hk">@hkbu.edu.hk</a>  香港九龍塘 www.hkbu.edu.hk
3	Job title	
4	Unit	
	QR code link (optional) (HKBU related)	

### Note:

1. Please provide a photo of size 18mm x 20mm if a portrait has to be included.
2. There will be **additional charges** to print name card with portrait.
3. Please refer to the [Brand Communications Guide](#) (page90-94) for the details of general principles of printing name card.

# Hong Kong Baptist University Letterhead

Please input the following information for the printing of Letterhead:



香港九龍塘 Kowloon Tong, Hong Kong

T+852 3411 1234 www.hkbu.edu.hk

## Contact information

Address

(香港九龍塘 Kowloon Tong, Hong Kong is preferred)

Tel

Email

HKBU related website

## **Note:**

Please refer to the [Brand Communications Guide](#) for the details of general principles of printing Letterhead.



# Hong Kong Baptist University

## Letterhead - with sub-branding

Please input the following information for the printing of Letterhead:

 香港浸會大學 HONG KONG BAPTIST UNIVERSITY	校長/副校長/學院/院/直屬單位/行政部 PVC/VP/FACULTY/SCHOOL/ACADEMY/ U-BASED CENTRE OR UNIT/ADMIN OFFICE
	校/副校長/學院/院/直屬單位/行政部門 Department/ Division/ Centre/ Course/ Team 職位: 人名 HKBU Title: honorary title 學術名銜 Academic title
香港九龍塘 Kowloon Tong, Hong Kong T +852 3411 1234 hkbuh@hkbu.edu.hk www.hkbu.edu.hk	

校長/副校長/學院/院/直屬單位/行政部 PVC/VP/FACULTY/SCHOOL/ACADEMY/ U-BASED CENTRE OR UNIT/ADMIN OFFICE (中文&ENG) (All Caps)	
校長/副校長/學院/院/直屬單位/行政部門 Department/Division/Centre/Course/Team (Please provide) (中文&ENG) (All Caps)  *職位：人名 HKBU Title: honorary title 學 術名銜 Academic title (*Only for deans or above) (中文&ENG) (All Caps)	
<u><b>Contact information</b></u> Address (香港九龍塘 Kowloon Tong, Hong Kong is preferred) Tel Email HKBU related website	

### Note:

Please refer to the [Brand Communications Guide](#) for the details of general principles of printing Letterhead.

Hong Kong Baptist University  
Compliment slip – Version A



*With Compliments*

香港浸會大學致意  
Hong Kong Baptist University

香港 九龍塘 Kowloon Tong Hong Kong

**Note:**

Please refer to the [Brand Communications Guide](#) for the details of general principles of printing Compliment slip.

## Hong Kong Baptist University Compliment slip – Version B



部門名稱 致意  
With the Compliments of  
Department Name

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香港九龍塘 Kowloon Tong, Hong Kong 電話 Tel: (852)3411 1234 電郵 Email: hkbu@hkbu.edu.hk

Please input the following information for the printing of Letterhead:

<b><u>Name of the unit</u></b>	
<b><u>Contact information</u></b>	
Address <b>(Fixed)</b>	香港九龍塘 Kowloon Tong, Hong Kong <b>(Fixed)</b>
HKBU related Tel	
HKBU related Email	

**Note:**

Please refer to the [Brand Communications Guide](#) for the details of general principles of printing Compliment slip.