

11th May, 2009

Dear Parent/Guardian,

The publication of our School Magazine is now in progress. I would like to take this opportunity to appeal to parents for subscription and/or advertisements. Subscription for the magazine is absolutely voluntary. The price of the magazine is fixed at HK\$50 per copy which is far less the actual production cost. The magazine will be distributed to the students at the end of the school year.

For advertisement, the charge rate is \$2,000 and \$1,000 per full-and half-page respectively. Those who wish to put advertisements in our School Magazine please contact the form-teacher concerned through your son/ward. Donations are also welcome. The name of the student and the amount donated will be acknowledged in the School Magazine and official receipts will also be issued.

Thank you for your support.

Yours faithfully,

Mr. Sze Kin Kwan
Principal

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Reply Slip

(Please put a ✓ in the and delete where inappropriate)

- I wish to subscribe a copy of magazine (HK\$50).
- I wish to donate \$_____ to the School Magazine. (For donation, please make it \$20 or above.)
- I wish to pay *\$1,000 (half page) / \$2,000 (full page) for the advertisement in the School Magazine.
- I do not wish to subscribe / donate / pay for the advertisement to the School Magazine.

Name of Student: _____ Form: _____ (Class no. _____) Parent/Guardian: _____
(Signature)

敬啟者：

敝校本年度之校刊行將出版，本校學生宜人手一冊，以示支持。請貴子弟盡快向班主任繳交認購款項港幣伍拾圓正(該金額尚未及校刊之最低成本)。至於貴家長認購與否，均甚感謝。此校刊將於學年終結前分派給學生。

為籌募刊印經費，現特謹請閣下刊登廣告或捐助(廣告收費：全頁二千元，半頁一千元，有意者請通過貴子弟與班主任聯絡)。如蒙惠捐，當發回正式收據，並將學生姓名及金額登於校刊內，以誌謝忱。

此致

貴家長／監護人

陳瑞祺(喇沙)書院校長

施健群謹啟

二零零九年五月十一日

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回條

(請在適當的 加✓以及刪去不適用者)

- 本人願意購買貴校刊(港幣\$50)。
- 本人願意捐助金額 \$_____ 支持 貴刊之印行。(如蒙惠捐，捐助金額請不少於港幣\$20。)
- 本人付上校刊廣告費用*\$1,000(半版)/\$2,000(全版)。
- 本人現時未準備購買/捐助刊印/刊登校刊廣告。

學生姓名：_____ 班別：_____ (學號_____)家長/監護人：_____

(簽署)