



Dear Valued Customer,

Official Receipt and Return Envelope

Thank you for using Sharp Office Solutions Services. To protect our environment, we would like to inform you that official receipt mailing service will be terminated with effect from 1 October 2019. If you want to receive electronic official receipt, please fill in the slip on the back page and return to us. In addition, we will not provide return envelope with the invoice. Please find the below bank account information for all relevant payments:

Bank Name: Bank of China (Hong Kong) Ltd.
Bank Code: 012
Swift Code: BKCHHKHH
Account Name: S.A.S. Electric Company Ltd.
Account number: 012-687-0-006141-2 (HKD)

Please send us the pay slip by WhatsApp at 9721-8770 or email to svc@saselectric.com.hk.

For further enquiry, please email to svc@saselectric.com.hk

Business Solutions Division

親愛的顧客:

收據郵寄及回郵信封服務

感謝您使用聲寶牌辦公室解決方案。為響應環保，由2019年10月1日起，我們將取消郵寄收據服務。如您需要收取電子版收據，請填妥背頁表格交予我們處理。同時，我們亦會停止提供回郵信封，建議客戶使用銀行過賬方式，並把付款收條電郵或WhatsApp給我們。銀行賬戶資料已於英文版內提供。

如有進一步查詢，請電郵至 svc@saselectric.com.hk。

此致

商業系統部

(備註: 信件內容以英文版本為準)

S.A.S. ELECTRIC CO., LTD. 時捷電氣有限公司

16/F & 17/F, S.A.S. Tower, 55 Lei Muk Road, Kwai Chung, New Territories, Hong Kong.

香港新界葵涌梨木道55號時捷集團大廈16樓及17樓

Tel 電話 : (852) 3619 7777 Web-site 網址 : <http://www.sharp.com.hk>

I want to receive electronic receipt of Sharp Copier Meter Charges

我希望接收錶費之電子收據。

Account Number: _____

客戶帳號

Company name: _____

公司名稱

Contact Person Name and Telephone: _____

聯絡人姓名及電話

Signature and company chop: _____

簽名及公司蓋章

Email address for official receipt: _____

收取電子收據的電郵地址

*Please email this form to svc@saselectric.com.hk or fax to 2410 8911

*請將此表格電郵至 svc@saselectric.com.hk 或傳真至 2410 8911