



救世軍 港澳軍區
The Salvation Army
Hong Kong and Macau Command

Trade & Supplies Department
ORDER FORM

To: HK and Macau Command Trade Department

Form: _____

Address: _____

Contact email: _____

Fax: _____

Please send the following items to the address above by :

**AIRMAIL / SURFACE MAIL (all orders will be sent by airmail if not specified)

ITEM (For Uniform Items, please specify size/colour, if applicable)	CODE NO.	QUANTITY

All prices are subject to change without prior notice

All prices are in HK currency and EXCLUDING postage and handling

Please read the Return Policy below before placing your order

Ordered by: _____

Date: _____



- No Merchandise will be accepted for return or exchange after 21 days (from receipt of goods) and **NO CREDIT** will be given for postage and handling charge unless Trade Department made a shipping error, i.e. sending sizes and goods not according to the customer's order stated in their order form or correspondence.
- Custom made items (flags, badges, etc.) **ARE NON-RETURNABLE**, if details of the item(s) have been approved by the customers.
- Uniform and other wearing apparel cannot be returned or exchanged for another size, if worn.
- Merchandise returned for any reason should include a letter of explanation and a copy of either the packing slip, invoice or the invoice number. Giving credit to the customer's account or sending replacement will be at the discretion of the Trade Department.
- Never return anything to us without a return address on the package.
- If, upon receipt of your order, you find that the goods is/are damaged **PLEASE DO NOT RETURN TO HONG KONG**. Take a photograph of the damaged item(s) and send this to the Trade Department together with a letter outlining the damage and any information you feel is appropriate. We shall then either replace the item(s) or advise you on what further course of action to take.
- Credit will be given in the form of Credit Note on your account, if applicable.