

Attachment 附件

Orbis Donation Coinbox Placement Procedure

擺放奧比斯捐款箱流程

1. Call Orbis at 2595 0263 for donation coinbox details and complete an application form for Orbis's internal review.

有興趣擺放籌款箱的商戶請致電 2595 0263 查詢有關詳情，索取並填妥申請表格予奧比斯審批。



2. When the coinbox placement application is approved, Orbis will send coinbox to the location by courier as per agreed schedule. Upon reception of coinbox, merchants should sign on and stamp company chop on the delivery form as confirmation.

合作協議落實後，奧比斯將與商戶協定籌款箱送遞安排。商戶收到籌款箱時，請於簽收表格簽收並蓋上公司印章確認收妥。



3. Please give Orbis a call at 2595 0263 when the coinbox is 80% full, tell us the coinbox number, we will send our security vendor to collect donation.

當捐款箱 8 成滿時，請致電奧比斯熱線 2595 0263，告訴我們捐款箱編號，我們將安排收取捐款。



4. Orbis will send you a Thank You Letter in two calendar months after donation collection to extend our gratitude for your generous support.

收集捐款後兩個月內，奧比斯將會發出一張感謝信，以感謝貴機構對奧比斯的支持。



5. In case of shop relocation, closure or other occasions which a termination of coinbox placement is decided, please call Orbis for collection arrangement.

如遇店舖搬遷、關閉或任何原因決定終止擺放捐款箱，請致電聯絡奧比斯商量回收捐款箱事宜。

Please return the form by fax at 2877 1297 or email to info.hk@orbis.org. You may also contact Orbis at 2508 7037 for further details. 請將表格傳真到 2877 1297 或電郵至 info.hk@orbis.org。你亦可以致電 2508 7037 查詢有關詳情。