

香港浸會大學  
Hong Kong Baptist University

茶水服務訂購單  
Tea / Coffee Service Requisition Form

由餐廳填寫 By Caterer Only

|                          |                 |
|--------------------------|-----------------|
| <input type="checkbox"/> | 新訂單   New Order |
| <input type="checkbox"/> | 修訂   Revised    |

|                       |  |
|-----------------------|--|
| 訂單編號<br>Order No.:    |  |
| 訂單確認<br>Confirmed By: |  |
| 日期<br>Date:           |  |

選擇餐廳 | Select Caterer

|  |   |   |
|--|---|---|
| 善衡校園   HSHC  | 浸會大學道校園   BURC / 逸夫校園   SHAW  |   |
| <input type="checkbox"/> 衡軒餐廳<br>Harmony Cafeteria<br>Tel No.: 2338 0422<br>Fax No.: 2338 3097 | <input type="checkbox"/> Main Canteen<br>Tel No.: 2972 2878<br>Fax no.: 2972 2868 | <input type="checkbox"/> 浸大食坊<br>BU Fiesta<br>Tel No.: 2720 8328<br>Email: bufiesta@yahoo.com |

服務詳情 | Details of Service

|                                  |                                    |   |
|----------------------------------|------------------------------------|---|
| 日期   Date:                       |                                    |   |
| 時間   Time:                       | 由   From: _____                    | 至   To: _____                               |
| 地點   Venue:                      |                                    |   |
| 其他需求<br>Additional Requirements: | <input type="checkbox"/> 牛奶   Milk | <input type="checkbox"/> 其他   Others: _____ |
|                                  | <input type="checkbox"/> 糖   Sugar |   |

價目表 | Price List

| 服務項目   Service Item | 價錢   Price |                | Quantity   數量      | 總數   Total Charge |
|---------------------|------------|----------------|--------------------|-------------------|
| 紅茶   English Tea*   | HK\$9.5    | 每杯   per cup   | _____ 杯   cup(s)   | HK\$              |
| 咖啡   Coffee*        |            |                | _____ 杯   cup(s)   |                   |
| 中國茶   Chinese Tea*  |            |                | _____ 杯   cup(s)   |                   |
| 熱開水   Hot Water     | HK\$10.0   | 每壺   per flask | _____ 壺   flask(s) |                   |

\* 每單最少訂購 10 杯 (其後為 5 的倍數) | Minimum Order: 10 cups (multiples of 5 thereafter).

學系 / 部門資料 | Details of Requesting Department / Office

|                                |       |
|--------------------------------|-------|
| 學系 / 部門   Department / Office: | _____ |
| 付賬戶口   A/C Code No.:           | _____ |
| 聯絡人   Contact Person:          | _____ |
| 電話 / 內線   Tel. / Ext. No.:     | _____ |
| 電郵   Email:                    | _____ |

確認及批核 | Approval & Confirmation

|   |       |
|---|-------|
| 預算主管批核   Approved by Budget Controller: | _____ |
| 簽署   Signature                          | _____ |
| 日期   Date                               | _____ |

備註 | Note:

- 請於最少 2 個工作天前預訂。繁忙時間 (上午 11 時至下午 3 時) 不設外賣送貨服務。  
Please allow 2 working days for arrangement. No delivery service is available from 11 a.m. to 3 p.m.
- 請將已簽署的表格提交至相關餐廳以完成訂單。  
Please submit the signed form to the respective caterer to complete the order.
- 如需茶點服務，請聯絡相關餐廳了解詳情。  
For refreshment services, please contact the respective caterer for further details.
- 此申請表為一付款授權書。財務處在收到此申請後會付款給有關餐廳。財務處將據部門所填寫的付賬戶口支付茶水服務的費用。  
This is an authorisation for payment. The Finance Office will pay the caterer upon receipt of this Requisition Form. Service charges will be debited by Finance Office directly to Dept./Office account as stated.
- 如對以上茶水服務有任何意見，歡迎聯絡物業處 Catering Services Team : catering@hkbu.edu.hk。  
For any feedback on the above tea / coffee service, please feel free to contact the Catering Services Team of the Estates Office at catering@hkbu.edu.hk.