



8 December 2017

Dear Gentlemen,

School Magazine-Mini Steps

I write to enlist your support for the annual edition of our school magazine, the *Mini Steps*. It will be published at the end of each school year in July. It is a compilation of our school's events and activities and it contains all valuable information, records and photographs of the year's activities, both inside and outside the school. In addition, you will also receive a complimentary copy of the Secondary Division's *Steps* magazine when purchasing the *Mini Steps* magazine, if so wish. It is our sincere hope that our old boys would have a set of these magazines.

To make this valuable publication affordable, we have capped the price at \$100 per magazine. This can only be achieved by heavily subsidizing the printing costs by means of donations and advertisements. Donations of any amount will be gratefully received. The rates for advertisements in the *Mini Steps* are as follows:

<u>Advertisement Rate</u>	<u>Size</u>	<u>Full Colour</u>
Half page	130 x 190 mm	\$2000
Full page	260 x 190 mm	\$4000
Flap open page	260 x 380 mm	\$6000

Should you wish to help us, in addition to purchasing the magazines, by either making a generous donation or by taking out an advertisement in our school magazine, kindly complete the enclosed reply slip and return it with your donation/payment to the General Office on or before **Friday, 19 January 2018**. Cheques should be crossed and made payable to "Diocesan Boys' School Primary Division". Donations of \$500 or more will be acknowledged in the magazine.

I look forward to receiving your generous support.

Yours faithfully,

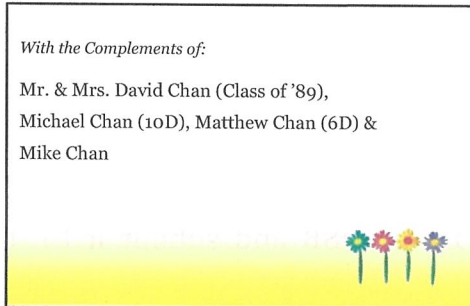
A handwritten signature in black ink, appearing to read 'Phyllis Lo'.

Ms. Phyllis Lo
Headteacher

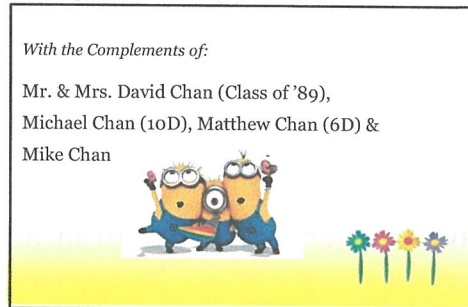
Mini Steps (School Magazine Template Choices)

Templates A & B: Donation \$2000, Half page 130 x 190 mm

Template A

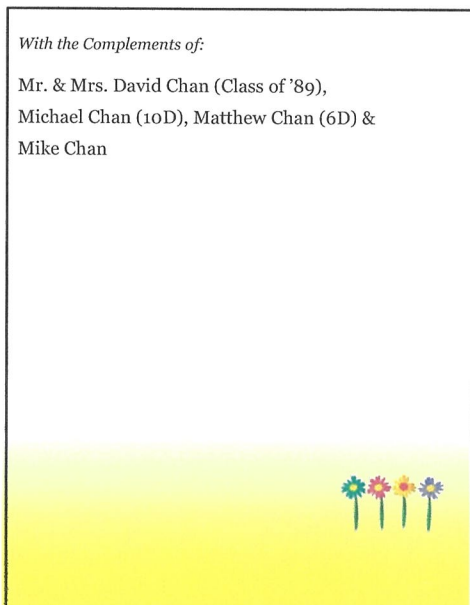


Template B

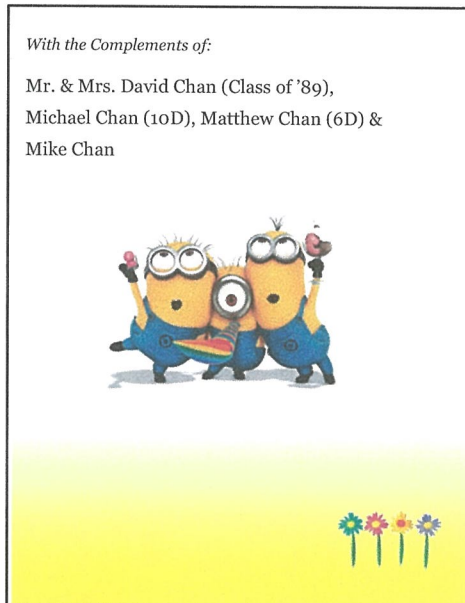


Templates C & D: Donation \$4000, Full page 260 x 190 mm

Template C

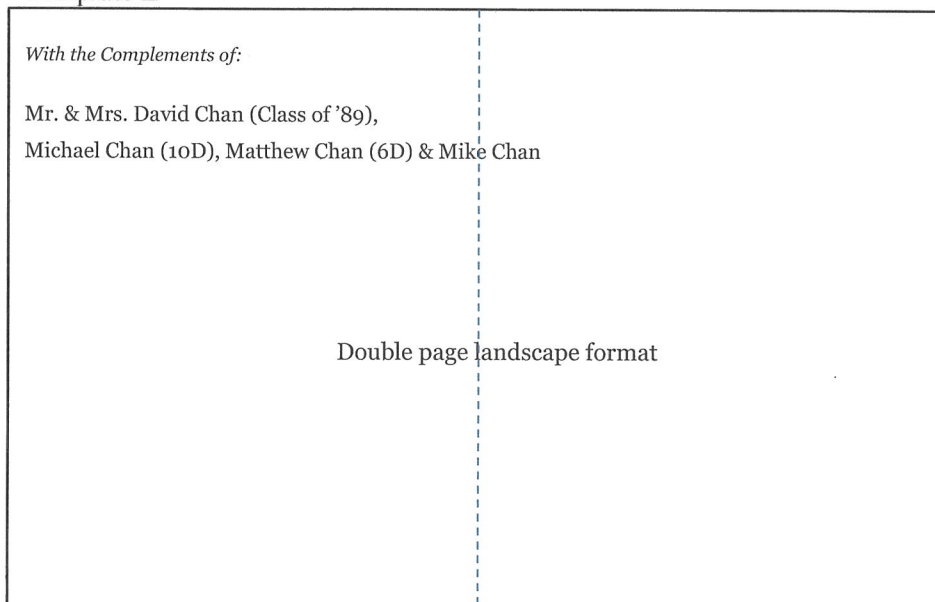


Template D



Template E: Donation \$6000, Flap open page 260 x 380 mm

Template E



Method for submission of artwork and photo for advertisements:

Please submit your artwork and/or photo for the advertisement you are taking out by sending it through email to Ms. Grace Ku, teacher-in-charge for advertisements.

GraceKu@dbspd.edu.hk

Alternatively, you may save your artwork / photo in a CD-ROM or USB and submit it to the teachers-in-charge.

Remarks :

- 1. Artwork / All photos should be in the form of jpeg with 300 dpi.**
- 2. Deadline for submitting advertisement artwork –Friday, 19 January 2018.**

School Magazine-Mini Steps

A. Purchase of Mini Steps

- ☐ I do not wish to purchase the *Mini Steps*.
- ☐ I wish to contribute to the *Mini Steps* by (please tick the appropriate boxes):
- purchasing _____ copy / copies of the *Mini Steps* at \$100 per copy
 - I would like to receive * 0 / 1 / () complimentary copy / copies of the Secondary Division's *Steps* magazine. **The maximum number of complimentary copies of the Secondary Division's Steps magazine you can receive must not exceed the number of Mini Steps magazine you purchase.*

B. Advertisement

- ☐ I wish to take out an advertisement for:
- ☐ Template A: Half page without a photo
 - ☐ Template B: Half page with a photo in landscape format
 - ☐ Template C: Full page without a photo
 - ☐ Template D: Full page with a photo in landscape format
 - ☐ Template E: Flap open page: using my own artwork

Please also write down the name(s) for the advertisement.

(Please note that no changes will be allowed with the exception of spelling mistakes.)

With the compliments of:

Please select the format: * *See the appendix for the template choices for advertisement.*

- ☐ Format A (Family) : Mr. David Chan (Class of '89), Mrs. Mary Chan, Michael Chan (10D), Matthew Chan (6D) & Mike Chan
- ☐ Format B (Family) : Mr. & Mrs. David Chan (Class of '89), Michael Chan (10D), Matthew Chan (6D) & Mike Chan
- ☐ Format C (Family) : Mr. David Chan, Ms. Mary Lee, Michael Chan (10D), Matthew Chan (6D) & Mike Chan
- ☐ Format D (Children only) : Michael Chan (10D), Matthew Chan (6D) & Mike Chan

Please write your name(s) here: _____

Remarks:

1. You will still need to purchase a copy of the magazine even if you are taking out an advertisement.
2. Artwork / All photos should be in the form of jpeg with 300 dpi.
3. Deadline for submitting advertisement artwork: **Friday, 19 January 2018.**

C. Donation

☐ I wish to make a donation of \$ _____

If your donation is more than \$500, please also write down the acknowledgement below.

Acknowledgement

Please select the format:

- ☐ Format A (One name only) : Mr. David Chan (Class of '89)
- ☐ Format B (One name only) : Mr. & Mrs. David Chan (Class of '89)
- ☐ Format C (Children's names only) : Michael Chan (10D) & Matthew Chan (6D)
- ☐ Format D (Children's names only) : Michael (10D), Matthew (6D) & Mike Chan

(Not more than 40 characters, including space and punctuations.)

Please write your name(s) here: _____

Remarks:

You will still need to purchase a copy of the magazine even if you are making a donation.

D. Payment

Methods of Payment (Please tick ☒ one box only)

☐ I would like to use a crossed cheque to pay for the school magazine.

*"The cheque should be made payable to **"Diocesan Boys' School Primary Division"**.*

Please mark the student's name and class on the back of the cheque.

(Cheque No.: _____; Bank _____)

☐ I would like to use the **"Direct Debit Service of Dah Sing Distinction Platinum Card"** to pay for the school magazine. My credit card number and its expiry date are:

X	X	X	X
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X	X	X	X
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Expiry Date:

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 MM /

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 YY

Credit Cardholder's Name: _____ (Mr./Mrs./Ms.*)

(The name printed on the Credit Card)

**Please delete where appropriate*

Name of Old Boy: _____

Year of School Cert./HKDSE/IB: _____

Please contact (Mr. / Mrs. / Miss)* _____

at _____ (telephone no.) during _____ (time)

Contact Address: _____

Email Address: _____

Date: _____

Teacher-in-charge: Mrs. Grace Ko