



Cir. 184e(3) 2019/2020

22 June 2020

Dear Alumnus of DBS,

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, parents 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 each student will 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 Mrs. Grace Ko on or before **Monday, 6 July 2020**. Donations of \$500 or more will be acknowledged in the magazine.

I look forward to receiving your generous support.

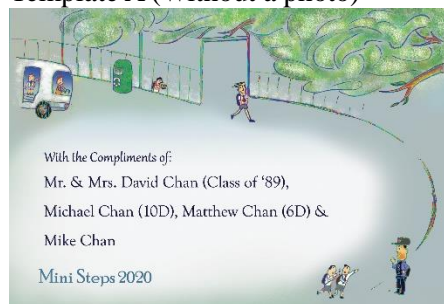
Yours faithfully,

Ms. Phyllis Lo
Headteacher

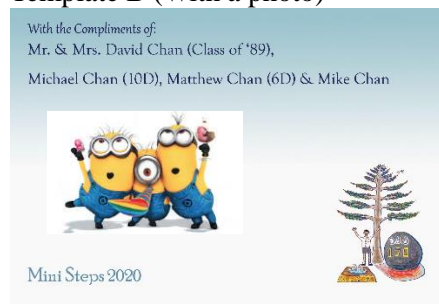
Mini Steps (School Magazine Template Choices)

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

Template A (Without a photo)

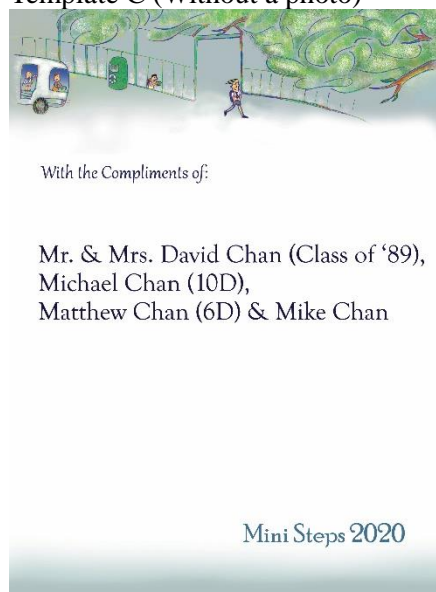


Template B (With a photo)

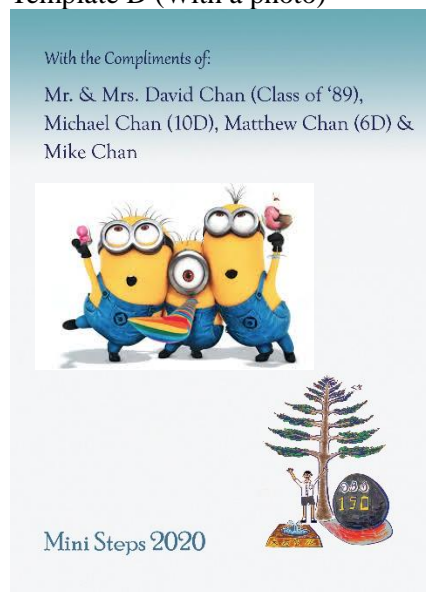


Templates C & D: Donation of \$4000, Full page 260 x 190 mm

Template C (Without a photo)



Template D (With a photo)



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

Template E (Using your own words & design)

<p>With the Compliments of:</p> <p>Mr. & Mrs. David Chan (Class of '89),</p> <p>Michael Chan (10D), Matthew Chan (6D) & Mike Chan</p>	
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Double page landscape format

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. Cherry Tai, teacher-in-charge for advertisements.

CherryTai@dbspd.edu.hk

Alternatively, you may save your artwork / photo in a CD-ROM or USB and submit it to Ms. Cherry Tai.

Remarks :

- 1. Artwork / Photos should be in the form of jpeg with 300 dpi.**
- 2. Deadline for submitting advertisement artwork –Monday, 6 July 2020.**

**Please be noted that all late submission of artwork / photos will not be accepted.
An advertisement with no photos will be replaced instead.**

Reply Slip Cir 184e(3) 2019/2020

School Magazine-Mini Steps

(A)

HK\$ _____

A. Purchase of Mini Steps

- ☐ I **wish** to purchase _____ 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.*

I will pay the total amount of HK\$ _____ for the purchase of *Mini Steps*.

- ☐ I **do not wish** to purchase the *Mini Steps*.

(B)

HK\$ _____

B. Advertisement (Please tick the appropriate boxes)

- ☐ I **wish** to take out an advertisement for:

- | | |
|---|--------|
| <input type="checkbox"/> Template A: Half page without a photo | \$2000 |
| <input type="checkbox"/> Template B: Half page with a photo in landscape format | \$2000 |
| <input type="checkbox"/> Template C: Full page without a photo | \$4000 |
| <input type="checkbox"/> Template D: Full page with a photo in landscape format | \$4000 |
| <input type="checkbox"/> Template E: Flap open page (Using your own words and design) | \$6000 |

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 Mini Steps 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: **Monday, 6 July 2020.**

- ☐ I **do not wish** to take out an advertisement.

C. Cash Donation

(C)

HK\$ _____

☐ I wish to make a cash 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 Mini Steps magazine even if you are making a donation.

D. Total Payment

I wish to make a total payment (A+B+C) of \$ _____

Methods of Payment (Please tick ☒ one box only)

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

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

Please mark your name and year of School Cert. / HKDSE / IB 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 / advertisement / donation. 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