

## PAYMENT METHODS 繳費方法

You may settle your account by one of the flexible and convenient methods listed below.

本公司提供以下多種靈活方便的繳費方法，以供選擇。

<p><b>Payment by local CHATS</b></p> <p>The most favorite payment method is to make use of your computer at your office to process payment via electronic banking system. Our company bank account with HSBC is <b>004-004-728325-001</b>. Please indicate invoice details and your customer account number at the time you process the transfer.</p>	<p><b>本地電子付款轉賬</b></p> <p>透過網上銀行，客戶可於個人電腦利用本地電子付款轉賬繳費到本公司香港匯豐銀行的戶口號碼<b>004-004-728325-001</b>，並請同時輸入帳單號碼及客戶號碼，這是最值得推介的方法。</p>
<p><b>Autopay - direct debit</b></p> <p>More and more customer requests to pay using direct debit solution. By using such a time saving and convenient method, you do not need to worry about late payment... Autopay - direct debit authorization forms are always available upon your request. Please contact us for more details at below email or phone number.</p>	<p><b>自動轉賬</b></p> <p>越來越多客戶透過自動轉帳繳費，因此方法既省時又方便，亦令閣下毋須擔心逾期繳費。自動轉賬申請表格可於本公司索取，請聯繫本公司會計部查詢詳情。</p>
<p><b>Payment by ATM</b></p> <p>Another convenient method is to make your payment at any nearby ATM machines of HSBC. Our company bank account with HSBC is <b>004-004-728325-001</b>.</p>	<p><b>自動櫃員機轉賬</b></p> <p>另外，可於附近的自動櫃員機轉賬繳費到本公司香港匯豐銀行的戶口號碼<b>004-004-728325-001</b>。</p>
<p><b>Cheque payment by mail</b></p> <p>Please send your crossed cheque payable to "<b>Lyreco (Hong Kong) Company Limited</b>" directly to our office at 16th Floor, 78 Hung To Road, Kwun Tong, Kowloon. Please do not send any cash and do not issue any post-dated cheque to us.</p>	<p><b>郵寄支票</b></p> <p>請將劃線支票(抬頭請註明"<b>利來客香港有限公司</b>")寄往香港九龍觀塘鴻圖道78號16樓。請勿郵寄現金，及請勿以期票付款。</p>
<p><b>Telegraphic transfer</b></p> <p>For payment by overseas customer, please transfer to: Bank Name : HSBC Bank Address: 306-316 King's Road, North Point, Hong Kong Beneficiary Bank Account Name: <b>LYRECO (HONG KONG) CO. LTD.</b> HKD currency: <b>004-004-728325-001</b> Swift Code: HSBCHKHKKH</p>	<p><b>外地匯款</b></p> <p>海外客戶繳費可透過外地匯款轉賬。本公司銀行戶口資料如下： 銀行名稱：香港匯豐銀行 銀行地址：香港北角英皇道306-316號 收款人名稱：<b>LYRECO (HONG KONG) CO. LTD.</b> 港幣戶口號碼：<b>004-004-728325-001</b> Swift Code: HSBCHKHKKH</p>
<p><b>To ensure and ease the up-to-date recording of your payment, Please send us your <u>payment details</u> and <u>customer account number</u>:</b></p> <p>(1) by mail to Lyreco (Hong Kong) Co. Ltd, 16th Floor, 78 Hung To Road, Kwun Tong, Kowloon, or (2) by fax at (852) 2667 7910, or (3) by e-mail at: ar.hk@lyreco.com</p> <p><b>If you have any question, please feel free to contact us at (852) 2946 2285 &amp; 2946 2287</b></p> <p><b>為確保能儘快記錄你的付款和更新你的賬戶，務請將有關繳費資料包括發票號碼及客戶號碼：</b></p> <p>(1) 郵寄香港九龍觀塘鴻圖道78號16樓 利來客香港有限公司收，或 (2) 傳真到 (852) 2667 7910，或 (3) 電郵到 ar.hk@lyreco.com</p> <p><b>如有任何查詢 請致電 (852) 2946 2285 或 2946 2287 聯絡我們。</b></p>	

Thank you for your co-operation.  
多謝合作！