

ALL CORRESPONDENCE SHOULD BE
ADDRESSED TO THE HEADMASTER
TELEPHONE: (852) 2711 5191
FAX: (852) 2761 1026
EMAIL: dhsadm@dhs.edu.hk



DIOCESAN BOYS' SCHOOL
131 ARGYLE STREET,
KOWLOON,
HONG KONG
WEBSITE: www.dbs.edu.hk

1 March 2019

Dear Sir/Madam,

STEPS 2019 – Advertisement

We write to enlist your support for our school magazine, *Steps*, a compilation of school events published annually in July, consisting valuable information, records and photographs of the year's activities, both inside and outside of school. This annual publication has had a long history in DBS, and has been perused by students, parents, old boys, and friends of DBS, among which are prominent members of society.

In recent years, more and more firms have placed advertisements in *Steps*. We are writing to appeal for your generous support for this year's publication. Rates are as follows:

Advertisement	Size	B & W	Full Colour
A flap-open page	260 x 380 mm	\$2,000	\$6,000
A full page	190 x 260 mm	\$1,500	\$4,000
Half a page	130 x 190 mm	---	---
A quarter page	95 x 130 mm	\$ 600	---

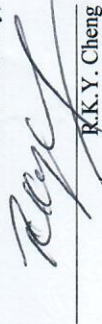
* *Special requests negotiable*

Donations are also welcome and all donors will be acknowledged. Donors donating over HKD500 will receive a complimentary copy of *Steps* 2019. It is our sincere hope that you have a copy of the school magazine.

The more advertisements and donations we receive, the lower the price of *Steps*. We would be most grateful if you could place your advertisement in *Steps* and submit the attached slip by post, by fax at 2761 1026, or via email to dbshtvt@dbs.edu.hk, along with your advertising artwork (if any), by **Tuesday, 30 April 2019**. Should you have any enquiry, please feel free to contact Ms H.Y. Tang at 2768 5677.

We look forward to your favourable reply and generous donation.

Yours faithfully,


R.K.Y. Cheng
Headmaster

STEPS 2019

Personal Information

Name : (Dr/Mr/Mrs/Ms/Miss)* _____
Address : _____
(for delivery) _____
Contact No. : _____
E-mail Address : _____

Donation

Amount : HKD _____

Advertisement

Firm Name : _____
Advertisement Size : Flap-open Page Black & White
 Full Page Full Colour
 Half a Page
 A Quarter Page

Contact No. : _____ Fax No : _____
Please contact (Dr/Mr/Mrs/Ms/Miss)* _____ (name)
_____ (telephone no.) during _____ (time)

Artwork will / will not * be provided for the advertisement.

Paid by : Cash Cheque No. (_____)

Date : _____ (Signature)

* Delete where appropriate Tick the appropriate boxes
Crossed cheques should be made payable to "DIOCESAN BOYS' SCHOOL"
Do not staple cheques to the reply slip.
The deadline for submitting advertising artwork is **Tuesday, 30 April 2019**.