

訂票指南

Booking Guideline

- 1 請用正楷及黑色原子筆填寫訂票表格。
Please complete the subscription form in black ball pen and block letters.
- 2 請清楚填上劇目及場次日期與時間。倘若首選售罄，票務人員將代訂次選。
Please fill in the names of the productions, programme dates and times. Our ticketing officer will offer you your second choice if your first choice were not available.
- 3 請填上選購劇目的總票值，另加港幣300元正，填寫在「最高付款額」欄內，以免總數有所偏差時，引起退款或補付差額的不便。
Please put down the Total Amount and add HK\$300 in the "Maximum Amount Payable" column to avoid refunds or request for additional payment.
- 4 如用劃線支票付款，抬頭為「中英劇團有限公司」並於背後寫上您的名字。請勿填寫銀碼，只須在劃線地方註明「最高付款額」，票務人員將為您填寫正確銀碼。
For cheque payment, please make it crossed and payable to "Chung Ying Theatre Company (HK) Ltd". Please write down your name at the back of cheque. Please leave the Total Amount blank and mark the maximum limit. Our ticketing officer will write down the actual amount.
- 5 如使用信用卡訂票，請填妥信用卡資料以及簽署。請勿填寫銀碼，只須填上「最高付款額」。
For credit card, please fill in the card information with signature. Please leave the Total Amount blank and write down the maximum amount payable.
- 6 座位將根據訂票申請的先後次序分配未出售之最佳座位。座位分配由中英劇團作最後決定。
Seat allocation will be on first-come-first-served basis. Chung Ying Theatre Company reserves the right for final discretion.
- 7 中英戲團收到您的訂票表格後，將於10個工作天內電郵訂票確認回條，並於郵購截止日期後的20個工作天內電郵過數確認回條。
A confirmation email will be sent to you within 10 working days upon receipt of your order form; and confirmation on payment transaction will be sent to you no later than 20 working days after the deadline of postal subscription.
- 8 《孤寒鬼》和《劇場新丁》的門票將於演出前2星期寄出。餘下的演出門票將於7月內一併寄出。
Tickets of *The Miser* and *Theatre Newbies* will be sent to you 2 weeks prior to performance; tickets of remaining programmes will be sent to you in July 2009.
- 9 若收不到確認回條/門票，請致電 3961 9803 與票務部聯絡。
Please contact ticketing officer at 3961 9803 if you do not receive confirmation email or tickets as the date we listed.

