

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



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

Notice No.: SN/1912-101F

4 December 2019

Dear Parents,

I write to enlist your support for our school magazine, *Steps*, which is an annual compilation of school events and activities. *Steps* is published at the end of each school year in July, consisting valuable information, records and photographs of the year's activities, both inside and outside of school. In addition, parents can receive a complimentary copy of the Primary Divisions' *Mini Steps* magazine on request when purchasing the *Steps* this year. It is our sincere hope that each student has a copy of the school magazine.

To make this valuable publication affordable, we have capped the price at **\$110** per set of magazines. This could not be achieved if not for the support we receive by means of donations and placement of advertisements, subsidizing the printing cost. Donations of any amount will be gratefully received. As for advertisements, the rates are as follows:

<u>Advertisement Rate</u>	<u>Size</u>	<u>B &amp; W</u>	<u>Full Color</u>
Quarter page	95 x 130 mm	\$600	N.A.
Half page	130 x 190 mm	\$1,000	N.A.
Full page	190 x 260 mm	\$1,500	\$4,000
Flap open page	260 x 380 mm	\$2,000	\$6,000

Should you wish to support us by either making a donation or placing an advertisement in our magazine, kindly complete the enclosed reply slip and return it to the school along with your donation / payment by a **crossed cheque** made payable to "Diocesan Boys' School" on or before **Monday, 16 December 2019**. We **do not** accept cash. Donations of \$500 or more will be acknowledged in *Steps*.

For any enquiry about the donation and advertisement, please contact Ms H.Y. Tang at 2768 5677 or [dbshyt@dbs.edu.hk](mailto:dbshyt@dbs.edu.hk). For any enquiry about the submission of artwork, please contact Mr T.M. So at 2768 5641 or at [dbstms@dbs.edu.hk](mailto:dbstms@dbs.edu.hk).

I look forward to receiving your generous support.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'R.K.Y. Cheng'.

R.K.Y. Cheng  
Headmaster

## STEPS 2020 Reply Slip

Class: \_\_\_\_\_

Class No. \_\_\_\_\_

Name of student: \_\_\_\_\_

Name of parent: \_\_\_\_\_

I wish to contribute to *Steps 2020* by means of:

### Purchasing Steps 2020

Steps (\$110 per copy)	Mini Steps of the Primary Division (Complimentary)	<i>Sub-total Amount:</i>
<i>Quantity:</i> _____	<i>Yes / No</i>	<i>HK\$</i> _____

### Donation / Advertisement

<i>Donation (Note 1)</i>	<i>Advertisement (Note 2)</i>					<i>Sub-total Amount:</i>
	<i>(Please circle \$)</i>	<i>Quarter page</i>	<i>Half page</i>	<i>Full page</i>	<i>Flap open page</i>	
<i>HK\$</i>	<i>B &amp; W</i>	\$600	\$1,000	\$1,500	\$2,000	<i>HK\$</i> _____
	<i>Full Color</i>	N.A.	N.A.	\$4,000	\$6,000	

Note 1: Official receipt required? (Please tick the appropriate box)

Yes. Name of Donor: \_\_\_\_\_

No.

Note 2: Artwork for advertisement required? (Please tick the appropriate box)

Yes. Send advertising artwork to [steps@dbs.edu.hk](mailto:steps@dbs.edu.hk) by **28 February 2020**.

No. Standard artwork with school campus photo and with the compliment of  
\_\_\_\_\_ (name(s) to be printed)

Contact person regarding artwork: Dr/ Mr/ Mrs/ Miss \_\_\_\_\_

E-mail address: \_\_\_\_\_; Phone no.: \_\_\_\_\_

*Total Amount: HK\$* \_\_\_\_\_

*Cheque no.:* \_\_\_\_\_

I do not wish to purchase *Steps 2020*.

Signature of Parent: \_\_\_\_\_

Date: \_\_\_\_\_