**Sample**

XXX Kindergarten [Kindergarten Name]

Room X, X Floor, XXX Shopping Centre [Kindergarten Address]

Paid Items Price List for 2017/18 School Year (1st Term)

|  |
| --- |
| **Parents, please note that acquisition of any school items or services is entirely voluntary and parents can select individual items or services required according to their own needs.** |

Dear Parents,

Please indicate your selected item(s) at the price list below and return the reply slip together with the payment to the school on [DD/MM/YY].

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**Reply Slip**

I □ **agree** / □ **disagree** for your school to purchase the following paid item(s) on my behalf \*and I pay herewith a total of $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Category** | **Item** | **Price** | **🗸** | **Quantity** | **Sub-total ($)** | **Full Set** |
| A. Text Books | 美好的學習 | $58 | □ |  | $ | $170 □ |
| 救救白海豚 | $40 | □ |  | $ |
| Fly to the Moon | $42 | □ |  | $ |
| A dog and a cat | $30 | □ |  | $ |
| Sub-Total: | | | | | $ |
| B. Workbook | 開心學寫字 | $40 | □ |  | $ | $40 □ |
| Sub-Total: | | | | | $ |
| C. Exercise Books | Single Line Exercise Book | $2 | □ |  | $ | $6 □  (Single Line Exercise Book x3) |
| Sub-Total: | | | | | $ |
| D. Art Materials | Crayons | $30 | □ |  | $ | $180 □ |
| Coloured Pencils | $40 | □ |  | $ |
| Drawing Papers  (10 sheets) | $6 | □ |  | $ |
| Water Colour | $50 | □ |  | $ |
| Scissors | $42 | □ |  | $ |
| Glue | $12 | □ |  | $ |
| Sub-Total: | | | | | $ |
| E. Stationery | Pencil | $4 | □ |  | $ | $15 □ |
| Rubber | $6 | □ |  | $ |
| Ruler | $5 | □ |  | $ |
| Sub-Total: | | | | | $ |
| F. School Uniforms | Summer Uniform | $200 | □ |  | $ | $580 □ |
| Winter Uniform | $300 | □ |  | $ |
| Cardigan | $80 | □ |  | $ |
| Sub-Total: | | | | | $ |
| G. School Bag | School Bag | $160 | □ |  | $ | |
| H. Refreshment | Tea and Snacks | $380 | □ |  | $ | |
|  | | Grand Total: | | | $ | |

□ Please tick “**🗸**” in the appropriate box(es). \* Please delete as appropriate.

|  |  |  |
| --- | --- | --- |
| Name of Student | : |  |
| Class | : |  |
| Signature of Parent | : |  |
| Date | : |  |