

Authorization Letter (Template)

Re: Sales Order Number: _____

I, _____ [name] hereby authorize _____ [name of authorized person] of _____ (ID Card/Passport Number of authorized person) to collect the ordered items in the above Sales Order on my behalf.

Date: _____ Signature : _____

Remarks: Person collecting the ordered items of the above Sales Order must present the original or photocopy of the credit card used for payment for verification.

If payment was made other than by credit card, please fill in the email address _____ and telephone no. _____ registered with us.

Ordered items(s) will not be released if the identification and proof of purchase cannot be verified.

代領貨品授權書 (樣本格式)

銷售單號碼：_____

本人 _____ [閣下的姓名] 現授權 _____ [代領人姓名]
_____ (代領人的身份證明文件號碼)，代為領取本人訂購於以上銷售單號碼的貨品，特此證明。

日期：_____ 簽署：_____

*請注意：如訂購時以信用卡付款，代領人在取貨時必須出示該信用卡或影印本以便核對。
如非使用信用卡，請填寫閣下於本網站登記的電郵地址 _____ 及
電話號碼 _____。
如未能確認取貨人的身份及付款的資料，訂購的貨品將不會發放予取貨人。*