

INVOICE INFORMATION / DIRECT BILLING 2017/2018 2017/2018 学年账单信息 / 公司直付

Dear Parent / Guardian, 尊敬的家长们 / 监护人,

Please note that HoK is able to offer official invoices for tuition and fees to parents and/or companies subsidizing your child's education program. However, kindly be advised that even in the case of direct billing with your employer, you are our contracting partner and as such, you remain solely responsible for on time payment.

如果您孩子的学费是由公司负责支付的, 好思之家可以为您受雇的公司准备正式的账单, 请您提供以下详细信息, 以便我们与
公司直接联系。但是请注意, 即便是公司直付, 家长作为我们合同的当事人, 仍然是保证按时支付孩子全额学费的唯一负责人。

Please also note that the first two invoices requested by a parent or their employer are complimentary, and any additional invoices (including changes made to invoices) will be charged at a rate of 100RMB each. For this reason, please take care to specify the exact company information, as required by your financial department.

同时也请您注意, 前两份账单我们是按照家长或公司要求免费出具的, 如果之后需要更改账单将收取每次 100 元的手续费。因此请根据贵方财务部门的要求提供准确信息。

Company Name 公司名称	
Person responsible 联系人	
Address 地址	
Telephone 电话	
E-mail 电子邮件	

Date 日期: _____

Signature 签字: _____

