

順豐速運(香港)有限公司  
S.F. EXPRESS (HONG KONG) LIMITED  
27/F, AIA Financial Centre,  
712 Prince Edward Road East,  
San Po Kong, Kowloon  
九龍新蒲崗太子道東712號友邦(九龍)  
金融中心27樓  
www.sf-express.com

客戶服務熱線 Customer Service Hotline  
(852) 2730 0273  
辦公室總線 General Hotline  
(852) 3123 6800  
財務部電話 Finance Department Tel  
(852) 2922 2922 / 2787 1222  
財務部傳真 Finance Department Fax  
(852) 2670 8530



Dear Valued Customer,

20<sup>th</sup> March, 2015

### **Easter and Ching Ming Holidays Service Arrangement**

S.F. Express will have special service arrangement for Hong Kong & Macau during Easter and Ching Ming Holidays from 3<sup>rd</sup> April 2015 (Friday) to 7<sup>th</sup> April 2015 (Tuesday). Details are as follows:

#### **A. Door-to-Door Pick-up & Delivery Service**

Date	Shipment Pick-up	Shipment Delivery
3 <sup>rd</sup> April 2015 (Friday)	Cut-off Time: <b>19:00</b>	<b>Normal delivery service</b>
4 <sup>th</sup> April 2015 (Saturday)	Cut-off Time: <b>16:00</b>	<b>Normal delivery service</b>
5 <sup>th</sup> April 2015 (Sunday)	Cut-off Time: <b>16:00</b>	<b>Same day delivery service will not be provided;</b> Delivery upon request * *If you wish to deliver your shipment on these dates, <b>please specify the below information onto the waybill</b> a) Please state the valid “ <b>contact number</b> ” and “ <b>mobile phone number</b> ” of the recipient b) Please state the <b>exact delivery date</b> in the Remarks Field ( <b>e.g. to be delivered on 5<sup>th</sup> Apr 2015</b> )
6 <sup>th</sup> April 2015 (Monday)		
7 <sup>th</sup> April 2015 (Tuesday)	Cut-off Time: <b>19:00</b>	<b>Normal delivery service</b>

#### **B. Pick-up Service & Delivery Service at S.F. Service Network**

During Easter and Ching Ming Holidays, pick-up and drop off service are available for you. Details are as follows:

- Below **S.F. Express Service Centers** maintain normal service during holidays:  
3<sup>rd</sup> April (Friday) & 7<sup>th</sup> April (Tuesday): Business Hours: 09:00-20:00, Cut-off Time: 19:00  
4<sup>th</sup> April (Saturday): Business Hours: 09:00-20:00, Cut-off Time: 16:00  
5<sup>th</sup> April (Sunday) & 6<sup>th</sup> April (Monday): Business Hours: 09:00-18:00, Cut-off Time: 16:00

Hong Kong	Service Center Address
Sheung Wan	Shop A, G/F, Man Lok Building, 91 Bonham Strand & 117 Wing Lok Street, Sheung Wan, Hong Kong
Quarry Bay	Unit 3A, 19/F, Eastern Centre, 1065 King's Road, Quarry Bay, Hong Kong
Wan Chai	Shop A & B, G/F, Man Shek Building, 404-406 Jaffe Road, Wan Chai, Hong Kong
Kwun Tong	Room B, G/F, Fung Yip Industrial Building, 170 Wai Yip Street, Kwun Tong, Kowloon
Kowloon Bay	Workshop No. 5, G/F, Wing Fat Industrial Building, 12 Wang Tai Road, Kowloon Bay, Kowloon
Sun Po Kong	Shop C1A, G/F, 3 Tsat Po Street, Chin Fat Factory Building, San Po Kong, Kowloon
Prince Edward	G/F, 26 Tai Nan Street, Prince Edward, Kowloon
Lai Chi Kok	Unit A, G/F, Shun Cheung Industrial Building, 24 & 26 Wing Hong Street, Lai Chi Kok, Kowloon



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Hung Hom	Shop D3, G/F, 2G Hang Fung Industrial Building, Hok Yuen Street, Hung Hom, Kowloon
Tsim Sha Tsui	G/F, Creative Mansion, 6 & 8 Chatham Court, Tsim Sha Tsui, Kowloon
Kwai Chung	Workshop C, G/F, Ching Cheong Industrial Building, 1-7 Kwai Cheong Road, Kwai Chung, N.T.
Tsuen Wan	Room 7 & 8B, G/F, Thriving Industrial Centre, 26-38 Sha Tsui Road, Tsuen Wan, N.T.
Sha Tin	Room E, G/F, Yue Cheung Centre, 1-3 Wong Chuk Yeung Street, Sha Tin, N.T.
Yuen Long	Unit L&L1, G/F, Wang Yip Centre, 18 Wang Yip Street East, Yuen Long, N.T.
Tai Po	G/F, North Wing, 1&3 Tung Mau Square, Tai Po, N.T.
<b>Macau</b>	<b>Service Center Address</b>
Rua Cinco Bairro Da Areia Preta	G/F, 3B Veng Fung Industrial Building, Rua Cinco Bairro Da Areia Preta, Macau

## 2. S.F. Stores

All S.F. Stores maintain normal service during 3<sup>rd</sup> April to 7<sup>th</sup> April<sup>#</sup>  
(Business Hours: 12:00-20:00. On 5<sup>th</sup> April & 6<sup>th</sup> April, parcels will be delivered on 7<sup>th</sup> April)  
<sup>#</sup>Kwun Tong Prosperity Place and Chai Wan Trend Centre stores close on 5<sup>th</sup> April & 6<sup>th</sup> April.  
Please [click here](#) to view the details of S.F. Stores

3. **S.F. Express Authorized Service Points** maintain normal service. (Including designated 7-Eleven Convenience Stores, Circle K Convenience Stores and Bridal Tea House Hotel, Red Hall Furniture at Mui Wo on Lantau Island & Li Yuen Shop on Lamma Island)  
\*Some Authorized Service Points provide pick-up service only. Please [click here](#) to view more details

Remark: Hong Kong and Macau's Pick-up Authorization Service is not available during Easter and Ching Ming Holidays from 3<sup>rd</sup> April 2015 (Friday) to 7<sup>th</sup> April (Tuesday).

For enquiries, please contact our customer service representatives at (852) 2730 0273 (Hong Kong) or (853) 2873 7373 (Macau).

Yours faithfully,  
Marketing Department  
S.F. Express (Hong Kong) Limited