



# Microsoft 365 & Exchange Online Application Form

## Microsoft 365 & Exchange Online 服務申請表

Form No: H010720

填妥後請使用以下方法提交

Please submit this form via

1. Email 電郵 : sales@webnix.com

2. FAX 傳真 : +852 2729-7751

- Please complete the following in **BLOCK** letters. 請以**英文正楷**填寫本表格
- Invoice and account information will be sent by email / fax. 帳單及帳戶資料將會以電子郵件方式發出

### A. Subscriber's Details (客戶資料)

Company Name 公司/組織名稱			Contact Phone No 聯絡電話	
Contact Person 聯絡人姓名			Fax 傳真	
Correspondence / Billing Address 聯絡地址				
Email Address 電郵地址	Primary Email Contact 首位主要聯絡人電郵		Secondary Email Contact 次位主要聯絡人電郵	

Please tick as appropriate. 請在適當方格內填上 [✓] 號

### B. Cloud Services Package (服務計劃)

Microsoft 365 Package 服務計劃	<input type="checkbox"/> Business Essentials	<input type="checkbox"/> Apps for Business	<input type="checkbox"/> Business Standard	<input type="checkbox"/> Business Premium
	<input type="checkbox"/> F3	<input type="checkbox"/> E3	<input type="checkbox"/> F5	
Exchange Online Package 服務計劃	<input type="checkbox"/> Exchange Online Plan 1	<input type="checkbox"/> Exchange Online Plan 2	<input type="checkbox"/> Exchange Online Plan 3	

Plan Details* 計劃詳情	Administrator Email Address: 管理員電郵地址:	
	Total Email Address: 電郵地址:	
	*Prepayment Payment Term: <input type="checkbox"/> 12 months <input type="checkbox"/> 24 months *預繳期 <input type="checkbox"/> 36 months	

Other Services Request 其它服務	
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Remark 備註	
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\*Minimum Payment Term: 12 months 最少預繳期: 12 months

### C. Domain Name Administrative Contact (域名擁有者)

Domain Name 域名名稱	
Request For 域名服務申請	<input type="checkbox"/> New Domain 新申請域名 <input type="checkbox"/> Transfer Domain 轉移域名 Required: EPP Key / Authorization Code 填寫轉移域名驗證碼 ( )

If domain registration information is different from subscriber's details, please write down below:  
如客戶之註冊域名與(Part A) 客戶資料不同, 請填寫以下部份:

Company Name 公司/組織名稱	
Billing Address 聯絡地址	
Contact Person 聯絡人姓名	
Contact Phone No 聯絡電話	Fax 傳真
Contact Email 電郵地址	

For registering: .com.hk / .hk Domain Name 註冊域名: .com.hk/.hk

#Document No 文件號碼:

#請填寫你的證件號碼:  
例子: 身份證 A123456 (7) / 商業登記證首 8 位數字

Please also fax/email your BR copy to us 請傳真或電郵商業登記證

### D. Email Accounts (For your applied domain name) 電郵地址 (新申請)

No.	Email Address	No.	Email Address
1		11	
2		12	
3		13	
4		14	
5		15	
6		16	
7		17	
8		18	
9		19	
10		20	



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E. Payment Method (付款方法)	
Receive Bills Method 接收帳單方法	<input type="checkbox"/> By Fax 傳真 <input type="checkbox"/> By Email (Please specify) 電郵至: <span style="float: right;">➔</span>
<input type="checkbox"/> Cheque by Mail: 郵寄支票 :	Please make your cheque payable to "Webnix Technology Limited", write down the invoice number on the back of the cheque and mail to the following address: Room 802, 8/F, Koon Fook Center, No. 9 Knutsford Terrace, Tsim Sha Tsui, Kowloon 請把劃線支票(抬頭寫上"Webnix Technology Limited" 或 "網訊科技有限公司") 郵寄至會計部: 郵寄地址: 香港九龍尖沙咀諾士佛台九號冠福中心802室 請在支票背後寫上閣下的帳單編號。(期票恕不接受)
<input type="checkbox"/> Bank Deposit/ATM 銀行轉賬 :	Bank Deposit/ ATM/ Cheque Deposit 可使用 銀行櫃位繳費 / 櫃員機轉賬 / 入票易入數到以下戶口: Account Name: Webnix Technology Limited    Hong Kong Banking (HSBC) 滙豐銀行 A/C# <b>593-300858-838</b> Please send the bank-in-slip / ATM receipt with invoice number to us at 2729-7751 or email to <a href="mailto:billing@webnix.com">billing@webnix.com</a> 請把銀行收據或入數紙並寫上帳單編號傳真至 (852) 2729-7751 或電郵至 <a href="mailto:billing@webnix.com">billing@webnix.com</a>
<input type="checkbox"/> FPS 轉數快 :	Please transfer payment to our HSBC account though FPS (Email Account: <a href="mailto:billing@webnix.com">billing@webnix.com</a> ) by using your bank's mobile apps and email us the payment details after payment transferred - 將款項由客戶銀行手機 Apps 直接經「轉數快」, 存入本公司HSBC 戶口 (收款戶口請用電郵地址: <a href="mailto:billing@webnix.com">billing@webnix.com</a> ), 存款後請電郵通知本公司
F. Confirmation (確認)	
I wish to subscribe to Microsoft Office 365 & Exchange Online services. I acknowledges that (i) I have read the terms and conditions on Microsoft homepage (Terms and Conditions) and ( Billing Policies) and I hereby agrees to be bound by them once this application for has been accepted by Microsoft.com; (ii) All information provided by me is true and correct.	Company Chop 公司蓋章 / Signature 簽署
我希望訂閱 Microsoft Office 365 & Exchange Online 服務。我承認 (i) 我已經閱讀在Microsoft 的網頁(條款和條件)和(收費政策), 並且在此申請被Microsoft接受後, 我同意受其約束; (ii) 本人證實申請表上資料真實和正確無誤。	Date 日期: