

報密 郵件

刪除 刪除 回覆 全部回覆 轉寄 其他

移至? 轉寄給經理 小組電子郵件 完成 回覆及刪除 新建

快速步驟

規則 移動 OneNote 標示為未讀取 分類 待處理

簡繁轉體 繁體轉繁 中文繁體轉換 翻譯 編輯 顯示比例

寄件者: R <>@gmail.com> 寄件日期: 4/8/2016 (週四) 22:17  
收件者: C <>  
副本:  
主旨: 346

205631346 pdf (299 KB) 606506739379 SK Express.pdf (162 KB)

Hi C ,

We have an order for Z. that needs processing for collection today.

You will need to do the following:

1. Print the Invoice and Return Slip - Attached (*Must insert the Invoice and Return Slip into customer package*)
2. Print the shipping labels - Attached
3. Pick & Pack the order
4. Advise me when the order is ready for collection so I can update the pick up in the ZALORA system.

This parcel will be collected by SF Express. You will need to call the number on the shipping document to arrange the pick up for today.

SF Express: Cut off time for same day pick up is 3:00pm.

Any questions let me know.

Thanks

R

8/4/2018

Manage Orders | Pending | Seller Center

Z

Jade E-Service Pte Limited

Correspondence Address:  
公司地址:INVOICE  
收據

Invoice Number 收據編號: 205631346



\*205631346\*

Order Number 訂單編號: 205631346  
Order Date 訂單日期: 04 Aug 2018

Payment Type 付款方式: Credit Card

Invoice To 付款人資料:

Deliver To 收件人詳情:

Boutique Name 商店名稱: SKIVA

#	Product name	Seller SKU	Shop SKU	Price	Paid Price
1	One Shoulder Pantsuit	SK003BK10	SK053AA18QMRHK-4306429	799.00	799.00
				Subtotal 小計:	799.00
				Discount 折扣:	0.00
				Store Credit 商店信用金:	0.00
				Grand Total incl. Shipping Fee 含運費總額 (HK):	799.00

## Shipping Fee Invoice 運費收據

No.	Description	Price
1	Shipping Fee 運費	0.00

For Cash on Delivery payments, our couriers may collect an amount rounded up to the closest HKD

若選擇貨到現金付款，送遞公司可能會收取上調至最接近整數的款項。

Cash payment for Macau's Cash on Delivery orders will be collected in Macanese Pataca at a 1HKD=1.03MOP exchange rate.

選擇貨到現金付款之澳門訂單均以澳門幣結算，匯率為 1HKD=1.03MOP。

THANK YOU FOR SHOPPING WITH US!

謝謝選擇!

Need help? 如有問題

Call us 請致電

Monday to Saturday (excluding Public Holidays)

9am - 6pm

Email us 電郵至

星期一至六 (公眾假期除外)

上午9時至下午6時

Your favourite brands & latest trends,  
all in one app.最受歡迎品牌及最新潮流趨勢，  
一切時裝資訊盡在應用程式內

Z

RETURN ADDRESS

退貨地址

# RETURN FORM

## 退貨表格



\*205631346\*

ORDER NUMBER 訂單號碼: 205631346

PAYMENT TYPE 付款方式: Credit Card

ORDER DATE 訂單日期: 04 Aug 2016

BOUTIQUE NAME 商店名稱:

Please insert this form in your return parcel

請於這件包裹附上此表格

Please indicate your return request clearly! For unclear inputs, we will process it as refund via original payment method except Cash on Delivery will be refunded by Store Credit by default.

請清楚列明退換申請! 如資料不清晰, 我們會以原來付款方式處理退款, 如選用貨到現金付款, 退款將預設為以商店信用金體發出。

Should you like to make a RETURN:

如要退貨:

1. Select a return reason (1 to 9) seen below and indicate in the box under "Return Reason" column

1. 於下方選擇退貨原因 (1-9), 並於「退貨原因」欄下方格填寫

2. For Refund, please select one refund option in the "Refund Option" table

2. 退款請於「退款方式」欄選擇退款方式

\*No indication will be refunded via Store Credit by default.

\* 如未有列明, 退款將預設為以商店信用金體發出。

#	Product name	Seller SKU	Shop SKU	Return Reason 退貨原因 (1-9)
1	One Shoulder Pantsuit	SK003BK10	SK053AA18QMRHK-4306429	

Refund Option 退款方式	
<input type="checkbox"/>	Store Credit 商店信用金
<input type="checkbox"/>	Original Payment 原來付款方式

All Cash On Delivery order is default as refund by Store Credit. 所有貨到付款的訂單已預設為以商店信用金退款。

Please refer to website for return policy -

退貨條款以網站為準, 詳情請參閱常見問題 -

Return Reasons	(1) Size Does Not Fit - Too Large	(4) Different from Photo	(7) Don't Like Product - Colour
	(2) Size Does Not Fit - Too Small	(5) Wrong Item Sent	(8) Don't Like Product - Style
	(3) Don't like product - Quality	(6) Defective Item	(9) Customer Changed Mind
退貨原因	(1) 尺碼不合 - 太大	(4) 與相片不符	(7) 不滿意貨品顏色
	(2) 尺碼不合 - 太小	(5) 寄錯貨品	(8) 不滿意貨品設計
	(3) 不滿意貨品質素	(6) 貨品損壞	(9) 改變心意

### THANK YOU FOR SHOPPING WITH US!

謝謝選擇!

Need help? 如有問題

Call us 請致電

Email us 電郵至

Monday to Saturday (excluding Public Holidays)

星期一至六 (公眾假期除外)

9am - 6pm

上午9時至下午6時

  (852) (853)	
 1/1 母單號 606506739379	標準快遞 目的地 <b>852</b>
收方: 自取 打印時間: 04 Aug 2016	
件數: 1 付款方式: 寄付月結轉第三方付 月結賬號: 8526735609 實際重量: 計費重量: 申明價值: 799.00 HKD 保價費用: 長*寬*高: 其他費用:	代收款額:  運費: 費用合計:
簽單返還單號: 轉寄客戶	
寄方:  原寄地: 852 派件員:	收件員: 寄件日期: 04 Aug 2016  收方簽署  日期: 月 日
 (852) (853)	 子單號 606506739379
寄方:  寄件日期:	收方:  寄件日期:
數量 托寄物 備註	
1 APPAREL AND ACCESSORIES	豁免遞送非工 商及便利附加費
訂單號:  205631346-5268	費用合計: