

# Service Support Fee Charge Table and Request Form

2112

Promotion Material Processing Fee	Unit	Service Fee	Service needed
<b>Email</b>			
Email Broadcasting (attachment provided by User)	1 full circulation (all members)	HK\$2,500.00 (1 circulation), HK\$3,300.00 (2 circulations)#	
Website Banner (one month)	1 month	HK\$2,500.00	
Website Event Promotion (includes eDM/video/articles, materials provided by User)	1 week	HK\$2,500.00	
<b>Postal Service</b>			
Mailing by post (postal fee charged at cost, envelope provided by user) - insertion fee	1	HK\$10.00	
<b>Webinar Production Fee</b>			
Webinar Production at HKLA office, including: technical support, equipment support, venue, video production	webinar duration 1 hr.	HK\$2,800	
Promotion and registration of webinar, including: designing eDM, disseminate promotion materials to members, encourage members to attend, registration and follow-up action, reporting the event at Newsletter	1 package	HK\$2,800	
<b>Staff Recruitment Processing Fee</b>			
Posting in the recruitment column of website	Member : 1 week (max. 2 posts)	Free	
	Non-member: 1 week (max. 2 posts)	HK\$1,500.00	
(thereafter per week)	max. 2 posts	HK\$1,300.00	
Email Broadcasting the recruitment ad (material provided by User)	1 full circulation max. 2 posts (all members)	HK\$2,500.00 (1 circulation), HK\$3,300.00 (2 circulations)#	
<b>Study Tour (ST), Training course (TC), Seminar (S), Processing Fee</b>			
Organising (all administration) - local, China	1 ST/TC/S half day (venue not included)	8% of the gross expense (minimum \$5,000)	
Organising (all administration) - local, China	1 ST/TC/S per day	8% of the gross expense (minimum \$10,000)	
Organising (all administration) - Short haul (SE area)	1 Tour	8% of the gross expense (minimum \$12,000)	
Organising (all administration) - Long haul	1 Tour	8% of the gross expense (minimum \$13,000)	
<b>Advertising Placement on HKLA Newsletter</b>			
Full Page (Approx. 250mm x 190mm)	1 insertion	HK\$5,000.00	
Half Page (Approx. 130mm x 190mm)	1 insertion	HK\$2,800.00	
Quarter Page (Approx. 130mm x 95mm)	1 insertion	HK\$1,600.00	
Banner (Approx. 40mm x 190mm)	1 insertion	HK\$1,200.00	
** Additional 5% discount for three consecutive insertions			
<b>Consultation, Royalty and Other Fees</b>			
Consultation Fee	1 hour	HK\$1,000.00 minimum(subject to individual charge)	
Royalty Fee	Training Program/Course Tuition	10% up (depending on degree of involvement)	
Refreshment during training period	1 student per half day*	HK\$90.00	
<b>Total Payment to HKLA</b>			

For application of the above service, please complete and return this form to HKLA by email [info@hkla.org.hk](mailto:info@hkla.org.hk) or by fax 34212477.

Applicant Name:  
Contact Telephone No.  
Email Address:

Function Name:  
Expected Function Commence Date:  
Duration:  
Conducting Date :

Organiser signature (with Company stamp) :

Date:

Note:

- 5% discount for HKLA members.
- All payments should be settled within 7 days before service provision.
- HKLA will exercise its discretion in accepting service requests.

# Content of the 2 circulations should be the same and to be conducted within one month.