

# Red Swastika School – Name Tag Order Instruction

Finest Stitches Pte Ltd (Business Registration No. 201104560C)

Website: [www.fineststitches.com.sg](http://www.fineststitches.com.sg) Email: [nametag@fineststitches.com.sg](mailto:nametag@fineststitches.com.sg)

**Whatsapp / SMS / Hotline: 85008111**

**Dear Parents. You may choose to order your child's Name Tags via the following methods.**

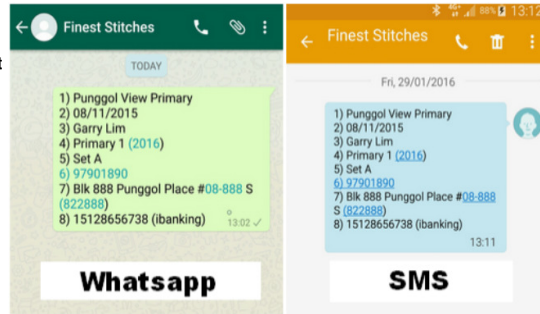
**Important:** Only choose **ONE** of the options. Do not send more than once unless you require more name tags or you will have to pay for the additional orders.

**Reminder:** Please include your payment details when making the order.

## **Option 1: WHATSAPP or SMS to 8500 8111**

Please follow the format as provided below with ALL the information. (See Sample on the right )

- 1) School Name
- 2) Date of order
- 3) Child's Name (**English and Chinese**) as per birth cert
- 4) Class Level & Year
- 5) Quantity (**Choose either Set A or Set B**)  
Set A) 1 Set of S\$7.00 (5 pieces / set)  
Set B) 1 Set of S\$10.00 (10 pieces /set)
- 6) Your contact number
- 7) Home Address
- 8) Bank Transfer (ATM Receipt or iBanking) to **OCBC (588 – 081109 – 001)**  
(Either Transaction No. or Screenshot or the transfer)



### **Note**

\*\*Upon receiving your Whatsapp or SMS order with the payment details, you will receive a confirmation reply within 48hrs.

\*\*Your child's name tags will be delivered to the address listed in the Whatsapp or SMS order by Normal Mail within 2 to 4 weeks.

## **Option 2: Email ([nametag@fineststitches.com.sg](mailto:nametag@fineststitches.com.sg))**

Please follow the format as provided below with ALL the information.

- 1) School Name
- 2) Date of order
- 3) Child's Name (**English and Chinese**) as per birth cert
- 4) Class Level & Year
- 5) Quantity (**Choose either Set A or Set B**)  
Set A) 1 Set of S\$7.00 (5 pieces / set) or Set B) 1 Set of S\$10.00 (10 pieces /set)
- 6) Your contact number
- 7) Home Address
- 8) Bank Transfer (ATM Receipt or iBanking) to **OCBC (588 – 081109 – 001)**  
(Either Transaction No. or Screenshot or the transfer)

### **Note**

\*\*Upon receiving your mail with the payment details, you will receive a confirmation reply within 48hrs.

\*\*Your child's name tags will be delivered to the address listed in the Order Form by Normal Mail within 2 to 4 weeks.

## **Option 3: Filling up the Order Form and Mail**

Please follow the format as provided below with ALL the information.

- 1) Fill up all the details in the Order Form. (**Name must be written clearly.**)
- 2) Make a duplicate copy and keep 1 copy for yourself before mailing it to us.
- 3) Make payment via Bank Transfer to **OCBC (588 – 081109 – 001)**
- 4) Take a photo / screenshot of the ATM Receipt or iBanking Transaction.
- 5) Attached both Order Form and Bank Transactions details and mail out together.
- 6) Mail it to the following address:  
**16 Kallang Place #04-15 S (339156)**

### **Note**

\*\*Upon receiving your mail with the payment details, you will receive a confirmation reply within 48hrs.

\*\*Your child's name tags will be delivered to the address listed in the Order Form by Normal Mail within 2 to 4 weeks.

## **Option 4: Walk-In Order**

You may choose to go down to our embroidery retail at Golden Mile Food Centre (**Aka: Army Market**)  
**505 Beach Road #02-217 S (199583)**

- 1) Fill up all the details in the Order Form. (**Name must be written clearly.**)
- 2) Make a duplicate copy and keep 1 copy for yourself before heading down to our retail.
- 3) Payment can be made over at the retail directly only with the Order Form.

### **Note**

\*\*You may choose to collect at the retail. (subject to retail's work load at that point of time)

\*\*Your child's name tags will be delivered to the address listed in the Order Form by Normal Mail within 2 to 4 weeks.