

Authorization letter (Template)

To: Guide Shop

I, _____, as the guider of _____ (unit no.), hereby authorize _____

to buy the following items:

Item Code	Item	Unit Price	Quantity
EBM12111	Trefoil (Pin)	HK\$15.00	
EBM12110	Trefoil (Woggle)	HK\$15.00	
PRO80015	HB FLY-UP WING	HK\$5.00	
EBM12138	GUIDE FLYING-UP	HK\$5.00	
EBM13048	RANGER FLYING-UP	HK\$5.00	

Item Code	Item	Unit Price	Quantity
EBM11114	1st year star	HK\$8.00	
EBM11115	2nd year star	HK\$8.00	
EBM11116	3rd year star	HK\$8.00	
EBM11117	4th year star	HK\$8.00	
EBM11118	5th year star	HK\$8.00	
EBM11121	Journey (pathway)	HK\$8.00	
EBM11122	Journey (roadway)	HK\$8.00	
EBM11123	Journey (highway)	HK\$8.00	
EBM11125	Venture I (G)	HK\$8.00	
EBM11126	Venture II (R)	HK\$8.00	
EBM11127	Venture III (B)	HK\$8.00	

Item Code	Item	Unit Price	Quantity
EBM12133	8 pt badge (Y)	HK\$6.00	
EBM12134	8 pt badge (G)	HK\$6.00	
EBM12135	8 pt badge (R)	HK\$6.00	
EBM12136	8 pt badge (B)	HK\$6.00	

Guider Contact no :

Signature :

Date :