Sir Ellis Kadoorie Secondary School (2016-2017)
5C   (11)   Chong Nelson

Dear Mr. Smith,

I am glad to inform you that I have found a suitable place to relocate our office. The commercial building in name of Island Place and is located near the North Point MTR Station Exit A.

The building is relatively new and modernized. It has eight lifts to cater for the human congestion during office hours. Moreover, the lifts can withstand a weight of 3000 Ibs and is powerful enough to deliver you to your floor within seconds. This can help us spare time and work efficiently.

Furthermore, the office is quite spacious for administrative work and has enough room for storage. Toilets are well-designed and are adequate for workers' need. Parking lots are well-provided as well to accommodate our vans and employees' private vehicles. Inside the office, the interior designers have designed a special room for meetings. This is quite a benefit for us for weekly meetings held during Fridays.

The location of the newly suggested office is very convenient. As the commercial building is located near the main road and the North Point MTR Station, clients can conveniently commute to the office by different mode of transportation such as trams, buses, and underground trains. For us, our major clients are mostly located in Causeway Bay which is 3 stations away. If we want to deliver goods towards the Kowloon side, the Quarry Bay Tunnel and the one in Causeway Bay can be quite handy. These tunnels are more effective compared to the previous one that we

usually take in Sheung Wan.

Surprisingly, when I contacted the person in charge for renting the 8th floor, he agreed to rent it for $75,000 a month for 1.5 year on a leashing contract. The rented price is 50% cheaper than the previous one in Central. This can lower the company's overall expenses. I hope to hear your thought on this matter soon so that we may further discuss the plan for the company.

Best Regards,

Chris Wong

Hong Kong Express Limited

Senior Associate