

# GETTING STARTED

- 1 Please indicate your standing order by entering the quantity required in the appropriate box and section.
- 2 Enter your name and address details.
- 3 Choose your delivery method: by issue, monthly or quarterly.
- 4 Fill in payment details.
- 5 Detach your completed order form and send via fax to 03 9887 0236 or +61 3 9887 0236 (overseas customers) or post to Mail Order Bureau, Reply Paid 86359, George Street, QLD 4003

## TERMS AND CONDITIONS

- 1 Australia Post will endeavour to supply all items listed on this form. However, there may be occasions when:

- a) all or part of your order cannot be fulfilled immediately, or
- b) all or part of your order cannot be fulfilled at all.

Where part of an order cannot be fulfilled immediately, the part that can be supplied will be dispatched as soon as possible. Where part of your order cannot be fulfilled at all, you will be advised as soon as possible by mail.

Standing orders do not include the following products where they are released in limited production numbers, prestige or souvenir first day covers, joint issue first day covers, postal numismatic covers (PNCs), medallion covers, special releases. Limited-edition products may not be automatically issued as part of a standing order. This will be noted in the *Stamp Bulletin*. It is recommended that you contact Mail Order to order these products separately.

- 2 Do not send cash (notes or coins) through the mail. Unfortunately, if cash goes astray no claims can be considered. Payment can be made by cheque, money order or credit card. Overseas clients may use a bank draft in Australian currency or a credit card. Orders cannot be sent on approval or 'cash on delivery'.
- 3 The withdrawal date for all products is announced in the *Stamp Bulletin* and online [auspost.com.au/stamps]. Regrettably, we cannot provide products ordered after the withdrawal date.
- 4 Postage and handling by issue or monthly is \$3.00 for Australian customers, \$4.00 for overseas customers. Allow 28 days after the issue date for delivery. Quarterly delivery is free.
- 5 Australia Post will endeavour to fulfil all orders placed as soon as possible. However, regardless of when an order is received, no stamp issues will be despatched prior to the actual issue date.
- 6 If you wish to change your delivery preference or any other option regarding your standing order account please advise us by telephone, fax or in writing.
- 7 Please note that acceptance of your order implies that we will fulfil your order. The following situations are exceptions:
  - a) if incorrect payment details, including credit card details, are supplied;
  - b) where correct credit card details are supplied but funds are not approved.

In the event that you supply incorrect payment and delivery details, Australia Post will take all reasonable steps to contact you using the personal details that you have provided. In the event that your supplied contact details are incorrect, Australia Post cannot be held responsible for not fulfilling your order, nor for being unable to advise you that this is the case. Additional postage charges may apply if additional mail outs are required.

- 8 We strive to deliver items of the highest quality. If you receive an item in damaged condition or you are not satisfied with the item supplied, you may return it to the Philatelic Mail Order Bureau at the address overleaf within 60 days of the invoice date to obtain a full refund or an exchange. Refunds are not given for partial returns of items.
- 9 For more information and terms and conditions on overseas extra cover visit [auspost.com.au/parcels-mail/optional-extras-international.html](http://auspost.com.au/parcels-mail/optional-extras-international.html)



# Philatelic Standing order

## CONTACT DETAILS

**Philatelic Mail Order Bureau  
Reply Paid 86359  
GEORGE STREET, QLD 4003  
Australia**

**EMAIL: [mailorder@auspost.com.au](mailto:mailorder@auspost.com.au)**

**PHONE: FREECALL 1800 331 794 or +61 3 9887 0033  
(overseas customers)**

**FAX: 03 9887 0236 or +61 3 9887 0236 (overseas customers)  
[auspost.com.au/stamps](http://auspost.com.au/stamps)**

AUSTRALIAN ISSUES – GUMMED				REF			MINT			CTO			ANNUAL COLLECTIONS										REF			MINT			CTO			NAME AND ADDRESS DETAILS (PLEASE USE CAPITALS)																											
SINGLE SET OF STAMPS													067									ANNUAL COLLECTION OF AUSTRALIAN STAMPS										171						N/A			NAME																		
PAIR													672									ANNUAL COLLECTION OF AUSTRALIAN STAMPS (executive)										214						N/A			ADDRESS																		
BLOCK (4)													674									ANNUAL COLLECTION OF AUSTRALIAN TERRITORIES STAMPS										194						N/A			EMAIL																		
FIRST DAY COVER (stamps)													002									OTHER NON-ISSUE RELATED PRODUCTS										MINT			CTO			CITY										STATE											
FIRST DAY COVER (minisheet)													013																									POSTCODE										COUNTRY											
STAMP PACK													126						N/A			SOUVENIR STAMP PACK																N/A			PHONE NO:																		
SHEETLET PACK													130						N/A			SOUVENIR STAMP SHEET																N/A			POSTAGE AND HANDLING																		
SHEETLET OF 10													201									AUSTRALIAN TERRITORIES ISSUES										REF			MINT			CTO													MINT			CTO					
MINIATURE SHEET (minisheet)													142																												AUSTRALIAN ANTARCTIC TERRITORIES			CHRISTMAS ISLAND			COCOS (KEELING) ISLAND			NORFOLK ISLAND									
MAXIMUM CARDS (maxicard)													220			N/A						REF			MINT			CTO			MINT			CTO																									
GUTTER STRIP OF 10 (traffic lights in gutter)													240																								REF			MINT			CTO			MINT			CTO										
GUTTER STRIP OF 10 (design / text in gutter)													246									REF			MINT			CTO			MINT			CTO																									
AUSTRALIAN ISSUES – SELF-ADHESIVE													REF			MINT			CTO																		SINGLE SET OF STAMPS										067									PAYMENT DETAILS			
STRIP OF SELF-ADHESIVE STAMPS													200									PAIR										672									MONEY ORDER										CHEQUE			BANK CHEQUE					
FIRST DAY COVER (self-adhesive)													003									BLOCK (4)										674									MASTERCARD										AMEX			DINERS CLUB					
SHEETLET OF 5													122									MINIATURE SHEET										142									CREDIT CARD NUMBER (MINIMUM CREDIT CARD CHARGE IS \$10.00)																		
SHEETLET OF 10													201									FIRST DAY COVER (stamps)										002									CREDIT CARD EXPIRY DATE																		
BOOKLET OF 10 OR 20													182									FIRST DAY COVER (miniature sheet)										013									/																		
ROLLS OF 100													209			N/A						STAMP PACK										126			N/A			N/A			N/A			N/A			N/A												
ROLLS OF 200													210			N/A						ZODIAC SHEETLET										098			N/A			N/A			N/A			N/A			N/A												
OTHER PRODUCTS (RELATED TO A STAMP ISSUE)													REF			MINT			CTO			MAXIMUM CARDS										220			N/A			N/A			N/A			N/A			N/A												
PRESTIGE BOOKLET													184						N/A			GUTTER STRIP OF 10 (traffic lights in gutter)										240									CARD HOLDER'S NAME																		
POSTCARDS													212									GUTTER STRIP OF 10 (design or text in gutter)										246									CARDHOLDER'S SIGNATURE																		
STAMP AND MEDALLION COVER													300			N/A						BASE COVER SET										027			N/A			N/A			N/A			N/A			N/A												
PRESTIGE FIRST DAY COVER													350			N/A						STAMP & COIN COVER (PNC)										008			N/A			N/A			N/A			N/A															
POSTAL STATIONERY													REF			MINT			CTO			POSTCARDS										N/A			N/A			N/A			N/A			N/A															
PRE-STAMPED ENVELOPES (PSE)													134									REPRINTS										REF			MINT			CTO			PRIVACY NOTICE																		
POSTAGE-PAID ENVELOPES (PPE)													226																																						STAMPS (GUMMED)								
INTERNATIONAL POSTAGE-PAID ENVELOPES (IPPE)													226									STRIP OF SELF-ADHESIVE STAMPS										191									We collect your personal information to:																		
AEROGRAMMES													155									BOOKLETS										190									<ul style="list-style-type: none"> <li>record and administer your standing order account</li> <li>process your order for philatelic or numismatic products</li> <li>update our records or</li> <li>do otherwise as you request.</li> </ul>																		
SHOW PRODUCTS													REF			MINT			CTO			ROLL OF STAMPS 100										192						N/A			Without your personal information we are unable to provide these services to you. Your personal information may be disclosed to our contracted service providers, who assist us in providing or administering these services. These service providers include our call centre operators, mailing houses or financial institutions who process your payments. We may also use your personal information to tell you about our products, services or special offers that we think may be of interest to you. Please tick the box below if you do not want to receive this information. You are entitled to request access to your personal information while we store it. All requests will be assessed as required by law and we will tell you why if access is denied.																		
MINIATURE SHEET													229									ROLL OF STAMPS 200										193						N/A			For any queries, or to place your order by telephone, please call the Philatelic Mail Order Bureau on (Freecall) 1800 331 794 or +61 3 9887 0033 (overseas customers).																		
SOUVENIR STAMP SHEET																						STAMP AND COIN COVER (PNC)										008			N/A						<input type="radio"/> No, I do not want to receive special offers and other information from Australia Post.																		