

# 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
SINGLE SET OF STAMPS	067		
PAIR	672		
BLOCK (4)	674		
FIRST DAY COVER (stamps)	002		
FIRST DAY COVER (minisheet)	013		
STAMP PACK	126		N/A
SHEETLET PACK	130		N/A
SHEETLET OF 10	201		
MINIATURE SHEET (minisheet)	142		
MAXIMUM CARDS (maxicard)	220	N/A	
GUTTER STRIP OF 10 (traffic lights in gutter)	240		
GUTTER STRIP OF 10 (design / text in gutter)	246		

AUSTRALIAN ISSUES – SELF-ADHESIVE	REF	MINT	CTO
STRIP OF SELF-ADHESIVE STAMPS	200		
FIRST DAY COVER (self-adhesive)	003		
SHEETLET OF 5	122		
SHEETLET OF 10	201		
BOOKLET OF 10 OR 20	182		
ROLLS OF 100	209		N/A
ROLLS OF 200	210		N/A

OTHER PRODUCTS (RELATED TO A STAMP ISSUE)	REF	MINT	CTO
PRESTIGE BOOKLET	184		N/A
POSTCARDS	212		
STAMP AND MEDALLION COVER	300	N/A	
PRESTIGE FIRST DAY COVER	350	N/A	

POSTAL STATIONERY	REF	MINT	CTO
PRE-STAMPED ENVELOPES (PSE)	134		
POSTAGE-PAID ENVELOPES (PPE)	226		
INTERNATIONAL POSTAGE-PAID ENVELOPES (IPPE)	226		
AEROGRAMMES	155		

SHOW PRODUCTS	REF	MINT	CTO
MINIATURE SHEET	229		
SOUVENIR STAMP SHEET			

ANNUAL COLLECTIONS	REF	MINT	CTO
ANNUAL COLLECTION OF AUSTRALIAN STAMPS	171		N/A
ANNUAL COLLECTION OF AUSTRALIAN STAMPS (executive)	214		N/A
ANNUAL COLLECTION OF AUSTRALIAN TERRITORIES STAMPS	194		N/A

OTHER NON-ISSUE RELATED PRODUCTS	MINT	CTO
SOUVENIR STAMP PACK		N/A
SOUVENIR STAMP SHEET		N/A

AUSTRALIAN TERRITORIES ISSUES									
	AUSTRALIAN ANTARCTIC TERRITORIES			CHRISTMAS ISLAND		COCOS (KEELING) ISLAND		NORFOLK ISLAND	
	REF	MINT	CTO	MINT	CTO	MINT	CTO	MINT	CTO
SINGLE SET OF STAMPS	067								
PAIR	672								
BLOCK (4)	674								
MINIATURE SHEET	142								
FIRST DAY COVER (stamps)	002								
FIRST DAY COVER (miniature sheet)	013								
STAMP PACK	126		N/A		N/A	N/A	N/A	N/A	N/A
ZODIAC SHEETLET	098	N/A	N/A			N/A	N/A	N/A	N/A
MAXIMUM CARDS	220	N/A		N/A	N/A	N/A	N/A	N/A	N/A
GUTTER STRIP OF 10 (traffic lights in gutter)	240								
GUTTER STRIP OF 10 (design or text in gutter)	246								
BASE COVER SET	027	N/A		N/A	N/A	N/A	N/A	N/A	N/A
STAMP & COIN COVER (PNC)	008	N/A		N/A		N/A	N/A	N/A	N/A
POSTCARDS		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

REPRINTS	REF	MINT	CTO
STAMPS (GUMMED)	067		
STRIP OF SELF-ADHESIVE STAMPS	191		
BOOKLETS	190		
ROLL OF STAMPS 100	192		N/A
ROLL OF STAMPS 200	193		N/A

STAMP AND COIN PRODUCTS	REF	MINT	CTO
STAMP AND COIN COVER (PNC)	008	N/A	

NAME AND ADDRESS DETAILS (PLEASE USE CAPITALS)			
NAME			
ADDRESS			
EMAIL			
CITY		STATE	
POSTCODE		COUNTRY	
PHONE NO:			

POSTAGE AND HANDLING			
	AUSTRALIAN CUSTOMERS	OVERSEAS CUSTOMERS	
BY ISSUE	\$3.00	<input type="checkbox"/>	\$4.00 <input type="checkbox"/>
MONTHLY	\$3.00	<input type="checkbox"/>	\$4.00 <input type="checkbox"/>
QUARTERLY	FREE	<input type="checkbox"/>	FREE <input type="checkbox"/>
SIGNATURE ON DELIVERY: \$2.95	<input type="checkbox"/>	INTERNATIONAL EXTRA COVER?: \$9.60 <input type="checkbox"/>	

PAYMENT DETAILS			
MONEY ORDER	CHEQUE	BANK CHEQUE	VISA
MASTERCARD	AMEX	DINERS CLUB	
CREDIT CARD NUMBER (MINIMUM CREDIT CARD CHARGE IS \$10.00)			
CREDIT CARD EXPIRY DATE			
/			
CARD HOLDER'S NAME			
CARDHOLDER'S SIGNATURE			

**PRIVACY NOTICE**

We collect your personal information to:

- record and administer your standing order account
- process your order for philatelic or numismatic products
- update our records or
- do otherwise as you request.

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.

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).

No, I do not want to receive special offers and other information from Australia Post.