

PHILATELIC ORDER FORM

HOW TO PLACE ORDERS

STANDARD ORDERS

ALL STAMP ITEMS HAVE 6-DIGIT ITEM NUMBERS.

Just enter the 6-digit item number in the “ITEM NUMBER” space on the order form, along with the quantity. To order 1 pane of 20 **Love 2023** stamps you would fill in “580804 ” under “Item Number” and enter 1 under “Quantity.”

ITEM NUMBER	QUANTITY	PRICE (each)	TOTAL
580804	1	13.20	13.20

CUSTOM ORDERS

Any customer special request will be charged the Custom order fee.

HOW TO REQUEST CUSTOM ORDERS

Custom orders are configurations other than those listed for each item and will result in an additional \$3.00 custom order fee. Only stamps listed as “Pane” are available for custom order requests of less than pane format listed. Booklets, souvenir sheets, coils and stamps listed as “Full Pane” are only available as format listed. All items have 6-digit item numbers. The first 4 digits plus “01” make the base number for custom orders. For example, to order a block of 4 **Love 2023** stamps, you would use item number “580801,” quantity of 4, for a total of \$2.64. You would receive a block of 4 connected stamps.

EXAMPLE:

ITEM NUMBER	QUANTITY	PRICE (each)	TOTAL
580801	4	66	264

For all pane position requests, use the base number (first 4 digits plus “01”) and note the position(s) requested under “Special Order Instructions” on the order form.

MINIMUM ORDERS FOR PLATE NUMBERS AND POSITIONS

Plate numbers or marginal inscriptions for stamps with selvage can be ordered in minimum quantities:

For 1¢ to \$1.50 stamps:	Full pane
For \$1.51 and up stamps:	Block of 4, Full pane

Standard packaging for press sheets is rolled; a request to ship press sheets flat is considered a custom order and will incur the \$3.00 custom order fee.

If you need assistance with your order or would like to speak with a customer service representative, please call 1 (844) 737-7826 (toll free), Mon-Fri 8AM-4:30PM EST; closed Saturdays / Sundays and postal holidays.

GENERAL INFORMATION

EXCHANGES: We always strive to deliver stamps of the highest quality. If you receive a damaged or flawed item, it may be sent back for an exchange. Please complete the Merchandise Exchange/Order Form located at the bottom portion of your pack slip within 30 days of receipt. Be sure to include a copy of your entire exchange/order form/packslip. You must return the complete product for mint set exchanges. Coil strips of 500 cannot be returned or exchanged.

PREORDERS: All orders for items not yet on sale will be placed on preorder status. Items that are in stock on the same order will be sent out promptly. Certain products are not available for preorder. Please refer to specific products for preorder information.

AVAILABILITY: All items listed in this catalog are subject to availability. Stamp Fulfillment Services (SFS) reserves the right to withdraw any item from sale without prior notice.

STAMPS NO LONGER AVAILABLE: Stamps no longer available from the U.S. Postal Service may be purchased from stamp dealers on the secondary market.

UNDERPAYMENT: If payment is not sufficient, items will be deleted from your order. Every effort will be made to avoid deleting items that will soon be off sale.

OVERPAYMENT: Payments received for items not available and funds received in excess of order total (overpayment) will be refunded within 15 business days. Refund must exceed \$1.00. If you would like a Forever® stamp substitution, please check the circle under Method of Payment on Order Form.

MISSING ORDERS: Any claim for an order that was paid for but not received within 30 days must include one of the following: (1) a copy of both sides of the cancelled check with the endorsement date on the back, or (2) a photocopy of your credit card bill along with your philatelic identification number, if known.

CLAIMS: Any claims on fulfilled orders, or any requests for exchange of damaged items, must be submitted within 30 days of receipt to Stamp Fulfillment Services, P.O. Box 219424, Kansas City, MO 64121-9424. The telephone number is 1 (844) 737-7826 (from outside the U.S., call 1 816 545-1000). Our e-mail address is sfsdelivery.confirmation@usps.gov. Please do not place orders through this e-mail address.

MARGINAL INSCRIPTIONS: Various kinds of markings may appear on the selvage of stamps printed in sheets — plate numbers, the U.S. Postal Service® copyright notice, color control markings, informational inscriptions, and other printing marks or U.S. Postal Service® slogans. Plate blocks (a block of stamps including the plate number) vary according to issue and plate position. You may specify other marginal inscription blocks for any issue on which they appear under “Special Order Instructions” on the order form. See additional information and instructions under “Custom Orders.” Any such order will be charged the custom order fee.

ROUND ROBINS: Stamps printed in sheets are trimmed into individual panes, and sets of matching panes may be purchased. High-value (\$1.51 and up) plate blocks are often purchased as matching plate blocks of four: one from each corner of the pane, each with its plate number in a different position.

FOR OFFSET/INTAGLIO ISSUES: Due to frequent changes of offset plates, we can guarantee matched sets of intaglio plate numbers only.

FOR BOOKLETS AND COILS: We cannot guarantee specific plate numbers, slogans, or electric-eye markings.

PAYMENT

Payment may be made by credit card (American Express®, MasterCard®, VISA®, DISCOVER®), check, bank draft, or a U.S. Postal Service® Money Order made payable to USPS. Sending cash is not recommended and done at your own risk. Stamps or stamped envelopes will not be accepted as payment. A \$30 fee will be charged for any returned checks. We do not accept any C.O.D. orders. Credit card orders are not accepted for precancelled stamps.

FOREIGN ORDERS: Payment for foreign orders may only be made by check preprinted in U.S. funds or draft drawn on a U.S. bank. Foreign currency or International Reply Coupons are not acceptable. Determine shipping and handling charges (add \$3.00 for custom orders), and add \$7.05 for orders to be mailed to a foreign address. Some countries may require Registered Mail™; check with local postal authorities.

LOW HANDLING FEES

Only \$1.65 for standard orders up to \$50.00 and \$2.30 for standard orders over \$50.01. Custom orders are an additional \$3.00. Each shipping address constitutes a new order.

NOTE: If necessary, orders may be returned for exchange. Refunds are not available.

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