

## My Stamp Order Form

Annexure 1



Order Number (For Office Use Only)
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Customer: 1. Corporate Customer (Minimum Order 100 Sheets)  
2. Non Corporate Customer

**(Please Strikethrough whichever is not applicable)**

Name (In Block Letters)	First Name	Middle Name	Surname
Address (Block Letters)			
	District	State	Pin code
Phone Number	Mobile	Home	Office
Email Address	Your e-mail		Alternative e-mail
ID Proof	Name of ID Proof		Number of ID Proof

Date	DD	MM	YYYY	Per Stamp Sheet		
"My Stamp" Sheet	Tick Sheets		Number of Sheets	"My Stamp" Sheet	Tick Sheets	Number of Sheets
Cineraria				Fairy Queen		
Dahlia						
Lily						
Pansy						
Total Sheet				Total Sheet		
<b>Grand Total Sheet</b>						
<b>Amount</b>						
<b>Speed Post/Registered Post charges</b>						
<b>Grand Total Amount</b>						

\_\_\_\_\_  
(Signature of Customer)

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### Acknowledgment Slip

Date	DD	MM	YYYY			
Order Date						
Delivery Date (To be fill at the time of delivery)						
Name	First Name		Middle Name	Surname		
Order Number						
Amount Paid						
Amount in Words						
Please Collect Your 'My Stamp Sheet' (In case of exhibition over and counter shifted)				Name of Post Office & Counter		



(Please produce this acknowledgment slip at the time of delivery)

Initial of Operator  
Office Name & Date Seal  
P.T.O

**Terms & Conditions for availing My Stamp Facility**

1. The customer will have to produce any ID proof issued by Govt. Authority.
2. The photograph can be clicked or accepted in soft/hard copy. Camera of appropriate specifications is being used by Department of Posts, but no responsibility of photo quality lies with the Department.
3. Customer will be fully responsible for his/her Softcopy/Hard copy photograph quality. The customer will also be responsible for any issues of propriety of the image brought by him for printing on 'My Stamp' sheets, including copy right issues.
4. The customer is required to collect his/her stamp sheetlets within 07 days. No responsibility will rest on the Department of Posts for loss of stamp after this period.
5. If customer is unable to collect his/her stamps personally, he has the option of appointing a receiver with an authority letter with attested signature of receiver and the acknowledgement form. The receiver should carry photo ID Proof issued by any Govt. Organisation.
6. The customer may request for 'My Stamp' to be delivered by post. It may be delivered by registered post or Speed Post. The delivery charges will be borne by the customer. Delay of delivery will be not a legal matter.
7. Department of Posts will not be liable for any wrong information produced by Customer.
8. Order received will not be change and amount will not be refund in any circumstances.
9. Printed sheet once given to customer will not be taken back.
10. Department of Post will not be responsible for delay in delivery, if technical fault found in hardware or software.
11. **India Post reserves the right not to print a image submitted if in its opinion such image is unacceptable, without giving reasons, in such instances, India Post will refund the payment.**
12. **Customer shall not submit any image which may contravene the law or erode any moral values of society or which are against the interest of any third party, country or India Post. In particular, the image shall not contain or imply or suggest any of the following:**
  - Anything illegal, offensive, insulting or immoral.
  - Anything dishonest, deceptive or unpatriotic.
  - Any religious or political content
13. **Customer shall ensure that the My Stamp must not be used for resale or for donation, or publicity purpose, whether it is commercial or political without any prior written consent by India Post.**
14. Stamp designs are subject to change without notice. The customer must agree and accept India Post's terms and conditions for My Stamp before submitting the order.
15. India Post reserves the right to amend, vary, delete or add to any of these terms and conditions from time to time without notice or liability to you.

I have read and agreed with terms & Conditions of Department of Posts.

**Signature of Customer**

**Name :**

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**I have received the ordered "My Stamp" Sheets.**

**Signature of Customer**

**Name :**