

## **Standing Order Service**

- 1) Ceylonstamps.com offers a competitive standing order service to collectors and dealers who wish to acquire new philatelic issues from Sri Lanka. We understand the difficulties that collectors and dealers face in obtaining new issues from Sri Lanka and offer a streamlined and efficient service tailored to the unique needs of each collector/dealer. Our aim therefore is to communicate with each subscriber about his/her particular needs, and create a tailor-made standing order package.
- 2) The following philatelic products are typically available.

Stamps – individual stamps, strips, blocks or sheets. First Day Covers Miniature/Souvenir sheets Postal Stationery

Subscribers should inform us of their requirements at the time of commencing their subscription, but may change their orders at any time. Changes to orders will go into effect **TWO** philatelic issues subsequent to the time the amendment is requested.

3) Fees and Delivery - Ceylonstamps.com charges a 20% commission over the face value of the issued philatelic products in order to cover the cost of procuring philatelic products on your behalf. All products will be individually examined for faults prior to them being shipped to you. All products will be shipped to you via registered post at the actual cost of postage and stationery. The fee is subject to change, and subscribers will be informed of any change to our fee structure at least 30 days before it goes into effect.

The initial deposit required to make use of our standing order service is US\$25, or equivalent in AUD, LKR, CAD, GBP, EUR, NZD, CHF and JPY via international money order or bankers cheque. Personal cheques are accepted in some currencies, but will have to clear prior to acceptance. Paypal payments are accepted at an additional 3% charge. Other currencies may be acceptable with prior arrangement with us. Please note that all payments will be converted to Sri Lankan rupees (LKR) at the prevailing exchange rate at the time the funds are received and/or cleared, and your account will be denominated in LKR.

We will ship your philatelic products approximately every two to three months to help you save on postage. We will be happy to ship new issues as soon as they are issued if you so wish, although this will incur higher shipping costs. A detailed account will be maintained on your behalf, and an account statement will be emailed to you along with each shipment. In order to ensure uninterrupted service, please ensure that your account is funded at all times.

- 4) Closure of accounts Subscribers may close their accounts with 14 days' notice at which point any available funds in your account will be converted from LKR back into a universal currency (typically USD) in order to be returned to you. We also reserve the right to close accounts or discontinue our services with 14 days notice to subscribers.
- 5) We strive to be available to our subscribers should they have any questions or queries. Please feel free to email us from the "contact us" page and we will be happy to assist you.