Prison Stamp Exchange

☐ SEND ME MORE ORDER FORMS

MAIL ORDER FORM

Mail a copy of this completed form along with your stamps to:

Prison Stamp Exchange | 1187 N. Willow Ave. Ste 103-516 | Clovis, CA 93611

⚠ **WARNING:** DO NOT SEND DAMAGED STAMPS WITH TAPE, WRITING ON THE STAMPS THEMSELVES, STAPLE HOLES OR TEARS ON THE STAMPS. THEY WILL NOT BE PURCHASED OR RETURNED.

CURRENT EXCHANGE RATE : 50% FACE VALUE

SELLER INFORMATION (*ALL INFO REQUIRED***)** **PLEASE PRINT CLEARLY.** USE A SEPARATE PIECE OF PAPER IF NEEDED. NON-LEGIBLE WRITING MAY CAUSE DELAY IN PAYMENT OR RETURN OF ITEMS.

Legal Name:_____ Institution/Facility Name:_____

Institution/Facility Address: _____ Inmate Number:_____

Description Of Stamps Included: _____ Face Value Of Stamps (if unsure write UNSURE):_____

How'd You Hear About Us?: ☐ Prison Legal News ☐ Criminal Legal News ☐ Inmate Shopper ☐ Fellow Inmate ☐ Family ☐ Other:_____

PAYMENT TYPE Receive your payment by ***(check <u>one</u>)*** **We ONLY provide the following forms of payment. We DO NOT send cash, money orders, cashiers checks, transfers through third party services like Wal-Mart or Western Union. All <u>Service Fees</u> are subject to change without notice and will be deducted from the total payout. If you choose the payment by Check option to be sent to you directly, please confirm with your institution that you can receive checks in your name from online bill pay services. Otherwise if you'd like us to send a check to someone on your behalf please provide their information below.**

☐ Check (No service fee. Checks are sent out through our Chase Bank online bank system and cannot include attachments, documents, or other order forms with them. Checks will arrive in a Chase Bank envelope.) Make Check Payable To: _____

Address To Send Check:_____ City:_____ State:____ Zip:_____

☐ JPay (Fees vary based on location and payout amount.) ☐ Access SecurePak ($50 minimum face value order. Fees vary based on location and payout amount.) ☐ PayPal (2.9% fee plus 30 cents) :Email:_____

By signing this document you agree to the following: To sell your stamps to us at the rates indicated at the top of this document, and that the condition in which we receive the items is up to our determination and discretion. All sales are final and return of items is not prohibited after payment has been issued. You affirm that you are the legal owner of all items you are offering for sale and that you have read, acknowledge, and agree to the entire Terms & Conditions below.

SIGNATURE (REQUIRED):_____ **DATE:**_____

***TERMS & CONDITIONS** All transactions between you and American Postage Company, LLC (DBA Prison Stamp Exchange) are subject to the entire User Agreement in our Terms & Conditions, which can be found online at https://www.prisonstampexchange.com/terms-conditions. A complete copy can be mailed or faxed to you upon your request by writing to Prison Stamp Exchange, 1187 N. Willow Ave. Ste 103-516 Clovis, CA 93611.

OFFERING YOUR STAMPS FOR SALE TO US You may only send items that you rightfully own. By sending postage stamps to American Postage Company, LLC you are providing the items for our inspection so that we may purchase them at the prices mentioned on this document and on our website https://www.prisonstampexchange.com. Stamps considered to be New Condition must be free of any dirt, debris, faults, folds or bends anywhere on the stamps or their adhesive backing and borders; otherwise they will be deemed as Usable Condition. Stamps with major damage such as tape, tears, or debris that may prohibit them from being used in the mail will not be paid for and will not be returned.

SHIPPING REQUIREMENTS AND RECOMMENDATIONS You must include a copy of this Order Form, fully completed and signed with any postage stamps you send to us. Any items received by us without a completed Order Form may be returned to the sender. The sender is solely responsible for protecting against the loss of items sent to American Postage Company, LLC. We are not responsible for items until they are received and accepted by us. We recommend that you ship all items in a manner that will ensure protection against physical and moisture damage. We recommend that you adequately insure all shipments at your discretion. We recommend that all shipments be sent by a track-able delivery service. All shipping costs and expenses are the responsibility of sender. Do not send any items Pay On Delivery – they will not be accepted.

PROCESSING OF RECEIVED ITEMS We typically process items received in one business day, though sometimes processing may take longer depending on the amount of items and their complexity to process. For example loose postage or large orders may take us longer to inspect. Processing times are not guaranteed. After processing received items, American Postage Company, LLC may accept the items received and purchase the items based on the rates on this document and at their sole discretion of condition. In any case that a sale is completed and payment is due to a seller, American Postage Company, LLC will make payment in the manner elected by the seller. Once payment is issued, American Postage Company, LLC will not return any item for which payment has been sent.

FRAUDULENT ITEMS Please confi rm your stamps are authentic before sending them to us. We do not purchase or knowingly sell counterfeit postage. Any counterfeit postage we receive will be surrendered to the United States Postal Inspectors Service. If you send us counterfeit postage, it will not be returned to you, and you will not be paid for it. American Postage Company, LLC will not offer to purchase any item it believes to be high risk, fraudulent, illegal, or otherwise in violation of law or the User Agreement. American Postage Company, LLC reserves the right, without notice, to report its receipt or possession of any items that are believed to be counterfeit, forged, inauthentic, stolen, subject to court order or request from a government agency or law enforcement, or are otherwise unlawful, unethical, immoral, or improper as determined by American Postage Company, LLC in its sole discretion. Any controversy or claim arising out of or relating to this User Agreement or your transactions with us, or the construction, existence, interpretation, validity, or breach of these terms and conditions shall be settled by mediation followed by arbitration administered under the rules of the American Arbitration Association ("AAA") under its Commercial Arbitration Rules.

OFFICE USE ONLY

PROCESS DATE	ORDER NUMBER

FACE VALUE

FOREVER (NEW)	FOREVER (USABLE)
$	$

PAYMENT

50% FOREVER (NEW)	50% FOREVER (USABLE)
$	$

TOTAL PAYMENT

$

NOTES

PROCESSING

DATE