

MY STAMP

'My Stamp' is the brand name for personalised sheets of Commemorative Postage Stamps of India Post. The personalisation is achieved by printing a thumb nail photograph provided by the customer

CUSTOMIZED MY STAMP

Customized My Stamp is a personalized sheet of Postage Stamps wherein the corporate houses, organizations and institutions can get their customized sheets printed from India Post. Alongside these customised themed stamps, the organization may opt for printing of their logo, images of their organizations/institute or the photograph(s) of their employee(s) printed.

One My Stamp sheet contains 12 stamps with face value of each stamp being Rs.5/- and the cost of one sheet is Rs.300/-

Quantity of My Stamp Sheets for mandatory Customers	Cost of one sheet (in Rs.)	Total amount payable for 5000 sheets (in Rs.)
5000	300/-	15,00,000/-

"Discount of 20% on the total amount shall be offered to customers for minimum order of 5000 and beyond quantity of My Stamp sheets.

TERMS & CONDITIONS

1. Customer:-

- i. The organization/company will contact via e-mail to : adgphilately@indiapost.gov.in, for placing the order for printing the Customized My Stamp. The Application/Order form needs to be submitted by an authorized signatory. This should be accompanied by a valid ID proof of authorised signatory issued by the organization/company.
- ii. The requirement for getting these Customized My Stamp sheets printed are as follows:-
 - An Institute/Organization is required to get at least 5000 sheets

printed. More can be ordered in multiples of 5000.

- A discount of 20% of the total amount is permitted for corporate Customers.

(iii) The organisation/company will be fully responsible for their soft copy/hardcopy photograph quality. The organization/company will also be responsible for any issues of propriety of the image brought by them for printing on 'My Stamp' sheets, including copy right issues.

(iv) The organization/company will have to place the demand for the above mentioned product at least two months in advance. These should include image of thumbnail, payments as calculated and other relevant documents.

(v) The organization/company will indicate specific quantities of Customized My Stamp sheets which they intend to get printed in the Application/Order Form. The requisite amount may be deposited with the nearest Head Post Office/Post office. The confirmation of payment along with the copy of the receipt may be sent to adgphilately@indiapost.gov.in so that the supply may be arranged in time.

(vi) India Post will print extra My Stamp Sheets more than the quantity ordered by the Customer, at its own cost, for sale online at e-post office.

(vii) The organization/company shall not submit any image(s) 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.

(viii) India Post will not be liable for any wrong information produced by Customer.

(ix) Stamp designs are subject to change without notice. The organization/company must agree and accept India Post's terms and conditions for My Stamp before submitting the order.

(x) India Post reserves the right not to print an image submitted if in its opinion such image is unacceptable, without giving reasons, in such instances, India Post will refund the payment.

(xi) 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.

(xii) Order once received will not be changed and amount will not be refunded in any circumstances.

(xiii) Printed sheet once given to customer will not be taken back.

2. DELIVERY AND DISPATCH: -

(i) The organization/company is required to collect their stamp sheets within 7 working days from the date of intimation by this office.

(ii) The organization/company has the option of appointing a receiver with an authority letter with attested signature of receiver and the acknowledgment form. The receiver should carry photo ID Proof issued by any Govt. Organisation.

iii. The organization/company may request for "My Stamp Sheets" to be delivered by post. It may be delivered by Registered Post or Speed Post. Delay in delivery will not be a legal matter.

iv. If no release date is provided by organization/company, it would be assumed that the printed My stamp has been released on the date of delivery to the organization/company.

3. Technical details of the Customised My Stamp:

1. The sheet size of my stamp is 25.8x19.5 cm.

2. The size of the stamp is 3.9x2.9 cm (for horizontal stamp), and the size of the adjacent stamp is 3x2.9 cm.

3. The size of the longitude stamp size is 2.9x3.9 cm (for vertical stamp) and the size of the adjacent stamp is same i.e. (2.9x3.9 cm).

4. Proposed design to in CDR format and high resolution images (minimum 300dpi) and the fonts used in the design are to be provided by the proponent.

5. The CDR 13 or below version is only acceptable.