

HOW TO COMPLETE A PACKET SLIP

Please follow this simple procedure when completing a packet slip. This will help both you and the Packet Secretary to keep the packet circuit running smoothly.

1. Name and address of Packet Secretary. This is your contact to report any problems and to make payments.
2. Packet number as recorded on lid of packet to be entered here.
3. Date you were handed the packet.
4. Number of stamps or items you have taken out of each book in the packet.
5. The total value of the stamps or items you have taken from each book.
6. Total number of stamps or items taken from all of the books when added together.
7. Total value of the stamps or items taken from all the books added together.
8. The date you handed the packet on to the next person on the packet circuit.
9. Name of that person.
10. Their signature acknowledging receipt of the packet from you.
11. Total amount paid to the Packet Secretary. Normally the same as 7 above but may be adjusted by the Packet Secretary to include previous under or over payments.
12. Your signature confirming the amount paid.
13. Date of payment to Packet Secretary.

EXCHANGE PACKET RETURNS SLIP

BASILDON P.S. PACKET SECRETARY
Mr. L.C. Stanway
25 Clayhill Road
Basildon
SS16 5DD
Phone: 01268 522305

Book	No Taken	£	p
1	4	5	
2			
3			
4	REPEAT FOR		
5	EACH BOOK		
6	IN THE PACKET		
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
Totals	6		7

Check that the Packet contains the correct number of books and notify the Packet Secretary if any irregularities are found.

EXCHANGE PACKET
No 2
DATE RECEIVED
/ 3 /

DATE DESPATCHED
/ 8 /

RECIPIENT'S NAME
9

RECIPIENT'S SIGNATURE
10

I enclose full payment as shown above of £ 11 p.

Signed 12 Date 13 / /

The full rules governing the operation of the Exchange Packet may be found in the Society handbook *Philately in Basildon*. This can be downloaded from the Society website.



<https://www.basildon-philatelic.org.uk/>