

Purchase order
International reply coupons (IRCs)
“ABIDJAN”

To be returned to:

International reply coupons
UPU International Bureau
Weltpoststrasse 4
3015 BERNE
SWITZERLAND

Name of country	Date of order
Number of coupons ordered	Amount in SDR (number of coupons x 0.74)
Billing address	Delivery address (if different from the billing address)

	Yes	No
Transport insurance ¹	<input type="checkbox"/>	<input type="checkbox"/>
National flag	<input type="checkbox"/>	<input type="checkbox"/>
Selling price, in your currency, printed on the coupon	<input type="checkbox"/>	<input type="checkbox"/>

If yes, please indicate the amount and currency clearly in block capitals:

Please indicate the currency in which you wish to be billed:

☐ Dollars (USD) ☐ Euros (EUR) ☐ Swiss francs (CHF)

Payment through UPU*Clearing (exclusively for members of the UPU*Clearing system) ☐

Tel.	Fax
E-mail	
Place and date	Signature of official

¹ See information overleaf.

Contact for information:

Ms Filomena Tchyombo
International reply coupon specialist

Tel. +41 31 350 35 51

E-mail: filomena.tchyombo@upu.int/cri@upu.int

Information

Transport insurance covers the IRCs for an amount equal to the cost of the replacement value in the event of loss, damage or theft (face value + production costs + administration costs + cost of printing national flag (optional) + transport costs).

If the dispatch is not insured, you will have to pay for the replacement of lost or damaged IRCs.

Insurance costs are currently 0.07% of insured value for Europe and 0.27% of insured value for other destinations.

Please do not send payment with your order. An itemized bill will be sent to you separately.

Production and administration costs will be billed in addition to the face value.

Transport costs will be billed at the priority item rate.

Orders for coupons will be placed with the manufacturer after the invoice has been paid.