

Page Contributors

Obtaining blank circuit book pages:

Circuit book pages are found here [[LINK to subpage](#)] in 13 different layouts to suit the material you are submitting. These are in Adobe format (.pdf). When printing from these files, retain the original (“actual”) page size and check the page preview to ensure you are getting the full-sized page provided.

ON LINK PAGE:

Please pick the sizes that best accommodate the majority of your items.

- 6x5 - small definitives, eg machins
- 5x5 - small or medium definitives
- 4x5 - rectangular commemorative, horizontal
- 5x4 - rectangular commemorative size, vertical
- 4x4 - square format commemoratives, eg current British
- 3x5 - oversize commemoratives, horizontal
- 3x4 - oversize commemoratives, horizontal
- 3x3 - oversize commemoratives
- 2x3 - very large commemoratives or small sets in packets
- 2x2 - blocks or small sets in packets
- 1x3 - larger sets in horizontal mounts
- 1x2 - two sections, for covers, items in 102 cards, small souvenir sheets
- 1x1 - full page, for souvenir sheets or large covers

Populating your circuit book pages:

One country only on one page. Leave unused squares empty but crossed out. For each stamp offered, include the Scott catalog number and asking price, **written in ink**. If too new, simply write “new” in the catalog space. If you have no catalog number, write “n/a”.

Circuit sales are usually priced between $\frac{1}{2}$ and $\frac{1}{4}$ of catalog prices for vg-f condition. If there is damage to an item, indicate this along with the stamp info.

Stamps placed on circuit book pages should have a minimum catalog value of 40-50¢ and be priced at a minimum of 15¢, with 5¢ increments. Place at most two of the same stamp on a page.

Within each page, **keep your items in catalog order** – buyers find it easier to find what they want and your sales will be higher. If providing multiple pages for a country, keep catalog order as much as possible, allowing for possible use of different page types for different sizes of stamps.

Use hinges for used or previously hinged mint items. Try to keep hinging light, sufficient to hold a stamp in place but keep it easy to remove cleanly. Unitrade or Dennisen hinges work well. **For never hinged items, always use a mount.**

Don't crowd your stamps. Choose the appropriate page style for the majority of what you're putting on the page. Stamps larger than one square on a page should be placed to span additional one(s) with the additional squares crossed out.

Be careful not to let any stamps overlap the left margin of the page. This is for 3-hole punching.

High value items, those you choose to sell for \$5 or more, should be placed on a separate page, which can be photocopied for display in the sales circuit books with the original sequestered in a more secure binder for sale on request. You may also place high value items in 102 cards. If you wish to offer high value items in the regular circuit books, place them in a page protector for added security.

Total the asking prices for each row, and provide the sheet total in the space at the bottom of the page.

On each page, **indicate your member number at the bottom left.** This is for reconciliation and final payout only.

Pages when submitted will be date stamped for the date received, and will be assigned a page number by the book admins. **Leave the date and page number spaces at the top blank.**

Pages submitted will be made available for members' purchases at the meeting next following the date submitted. This time is necessary for the book admins to enter the information into the database.

Pages with only a few stamps remaining, or which have seen no sales activity for at least [three?] years, will be retired from the books and returned to contributors. You may then rearrange, augment, and resubmit on a fresh page if you wish.

Purchasers

Treat the circuit books with respect and turn the pages carefully. These stamps belong to your fellow members until sold.

Simply **remove the stamp you wish to buy and enter the page number and asking price on the sales slips** provided. No initials are required on the pages. The third column is for running totals or administrative purposes; you can ignore it.

If you remove an item by mistake, the book admins can rehang it (but try to avoid this). If you find loose stamps, place them in the envelope tucked into the front of the binder.

The sales slip has spaces for name, club/member no, and phone number. For WTSC members, the member number is all that's required. For others, provide your name and phone number. For members of other clubs, you can optionally note club and member number there.

Very high value items (\$25+ ?) kept in the sequestered book should be paid for on the spot.

Total the price column on the sales slip and make your payment. The stamps are yours.

Payout

Payouts are done at the end of the "season" – the first meeting of September, at which point a new "season" begins. The club retains 10% of the selling price totals.