



SUBMISSION FORM

P.O. Box 56-2111 • Miami, Florida 33256

INVOICE# _____

SHIPPING ADDRESS

New Customer or New Information

NAME _____ Customer # _____
 ADDRESS _____ Apt.# _____
 CITY _____ STATE _____ ZIP _____
 PHONE _____ E-MAIL _____

SERVICE REQUEST

Check only *one* box in each column one service per invoice

Economy Ungraded COA
 Regular Graded COA
 Express
 Specialized

PSAG USE

Order# _____
 Service _____
 Date Rec. _____
 Verified _____

LIST OF ENCLOSED ITEMS

1	PSAG Use	Scott#	Unused		Used		Multiples				Notes of prior Cert#	Previously Expertized? Yes/No If Yes, include copy of opinion	Min. Grade	Current Scott Cat. Value	Insured Value	PSAG Fee	Qty dup certs	Add'l Fees	
			OG, N.H. No Gum NGAI	Used	Sp Chnl Cover	Pair	Line Pair	Block	Pit Blk	Other									
1																			
2																			
3																			
4																			
5																			
6																			
7																			
8																			
9																			
10																			
11																			
12																			
13																			
14																			
15																			
16																			
17																			
18																			
19																			
20																			

METHOD OF PAYMENT

VISA Mastercard Check# _____

Account # _____ Exp. Date _____

Cardholder's Name (Please Print) _____ 3 Digits Code _____

Cardholder's Signature _____

Choose One: Registered Mail Pick Up Fed-Ex
 Signature Required Yes No
 Your Fed-Ex Account No _____
 Fed-Ex Service _____ Fed-Ex Insurance Limit _____

FEE CALCULATION

Total Fees (Box A).....\$ _____
 Less Discount (Where Applicable).....-\$ _____
 Subtotal.....\$ _____
 Plus Additional Fees (Box B).....\$ _____
 plus Shipping Cost (from reverse).....\$ _____
 For Fed Ex see item 6 in shipping instructions.
 Total Charges.....\$ _____

FEE SCHEDULE

SERVICE	FEE	Items that can be submitted	Minimum Quantity	Max. Scott Value	Max Fee	Approx Turnaround
ECONOMY:	\$15	1932 to date (US#643 to date, C19 to date, RW 35 to date, E14 to date). No 'ERRORS, FREAKS, & ODDITIES.	5	\$100	\$15	30 Business Days
REGULAR:	4.5% Scott Value (Minimum \$30)	1847 to 1931 (US#1-642, C1-18, RW1-34, E1-E13, J1-J78, Revenues, etc)	1	No Maximum Value	\$500	30 Business Days
SPECIALIZED:	4.5% Scott Value (Minimum \$40)	1847 to Date (Private Vendors coils, Postal Stationary, Postmaster Provisionals, Special Printings, Covers, Locals/Carriers)	1	No Maximum Value	\$500	Varies
EXPRESS:	ADD \$20 to Each Item.		1	No Maximum Value	\$20	20 Business Days

ADDITIONAL SERVICES	Fee
REMOVE Grade from Previous PSAG Certificate	\$15
ADD Grade to Previous PSAG Certificate	\$15
Duplicate Certificate at time of submission	\$5
Duplicate Certificate at later date	\$10
Reconsideration (no charge if opinion changes)	\$25
Plating Charge for Original Plating	\$30
Confirmation of Plating	\$10

AGREEMENT OF TERMS

I HAVE READ AND I AGREE TO THE PSAG TERMS ON THE BACK OF THIS FORM

*If the FINAL OPINION indicates a lesser fee than as submitted, PSAG will reduce the final fee for that item. Conversely, if the FINAL OPINION indicates a Higher Fee for that item, PSAG will raise the final fee. If Scott Catalog does not list a value, PSAG will estimate a reasonable market value to assign a fee for that item. ** - PSAG Reserves the right to refuse any submission.

Authorized Signature _____ Date _____

TERMS AND CONDITIONS SUBJECT TO CHANGE
Ver. 8.2.9

INSTRUCTIONS FOR FILLING OUT SUBMISSION FORM

1. Fill out Name, SHIPPING ADDRESS and SERVICE TYPE for this order. ONLY ONE SERVICE TYPE per order.
2. Fill out only ONE STAMP per line. Up to 20 stamps per form. Check all the boxes that apply.
3. Indicate the Minimum Grade you wish to have on a GRADED COA if you do not want PSAG to grade a stamp below that minimum grade.
4. Fill in the Current Scott Catalog Value and your insured value (for mailing the return package).
5. If you wish 'duplicate certificates', indicate how many you wish (each additional certificate over the basic one cert per submission included in the expertizing fee is \$5 per duplicate cert).
6. Fill out METHOD OF PAYMENT with check # or card type, card number, expiration date and your signature. If you choose FED EX and provide your account number, PSAG only charges a \$6 per order shipping charge
7. If you require any of the ADDITIONAL FEE charges, add this in the far right column marked "Add'l. Fees".
8. Fees listed on the Submission Form will apply except for adverse opinions which would alter the FINAL FEE for a submitted item. In this case, the FINAL FEE will be based on the PSAG FINAL OPINION.

TERMS OF SUBMISSION

1. PSAG will strive to provide the suggested turnaround time for the service chosen. However, PSAG, Inc., will have no liability whatsoever to the customer for incidental or consequential damages due to PSAG's failure to process any stamps within the specified timeframe.
2. PSAG reserves the right at all times to decline examination or opinion on any submission.
3. If after examination, PSAG is unable to issue an opinion regarding the authenticity of any submitted item, a fee of \$30 will be assessed for that item. The fee for COUNTERFEITS and FORGERIES is \$30.
4. For any item that has no pricing data in the Scott Standard Postage Stamp Catalog, the fee will be based on an appraisal by the PSAG Expert Committee.
5. Authentication and Grading is performed by PSAG staff, knowledgeable collectors and professional philatelists. These opinions are subjective and due to new information, may change from time to time. PSAG does not guarantee the accuracy of any opinion expressed by its Expert Committee regarding any item submitted for authentication and makes no warranty or representation and shall bear no liability whatsoever to the customer for the opinion or grade applied to any item.
6. If a submitter seeks an opinion and/or grade regarding an item previously submitted to PSAG, the submitter must submit, along with the application, the ORIGINAL CERTIFICATE. In the event that any item, which has been previously examined, has a change in the opinion, the applicant hereby grants PSAG the right to retain any such prior authentication and agrees to make no claim for the return thereof.
7. Submission of all stamps and other items to PSAG shall be entirely at the submitter's risk. All items are accepted by PSAG with the expressed agreement of the submitter that PSAG, its officers, trustees, agents, committees, professional consultants and employees shall in no way be liable or responsible for any loss, damage or other physical injury to the submission from any reason whatsoever.
8. PSAG reserves the right to make changes in the fees, rules and conditions as they deem appropriate without notice. But such changes will be promptly announced as soon as possible.
9. By submission of any item to PSAG for authentication and/or grading, the submitter expressly agrees to all of the Terms of Submission as set forth above.

SHIPPING INSTRUCTIONS

1. FOR SAFETY PSAG requires that each stamp be submitted on a separate 'SAFE 841-SP Black Plastic card' or similar product of the same size (approx.4"X5½"). Do not use Scotch tape on any cards or mounts.
2. Identify each card with the line number corresponding to the submission form.
3. PLEASE package the order well and send to PSAG by :
REGISTERED MAIL to: PSAG, PO Box 2111, Miami, FL 33256
FED EX to: PSAG, 8603 S. Dixie Highway, Suite 101, Miami, FL 33143 and mark the box "HOLD WEEKDAY AT FED EX LOCATION". Use Phone Number for Recipient of 305-345-9864.
4. BE SURE TO ENCLOSE YOUR SUBMISSION FORM.
5. PSAG Does NOT ACCEPT UPS DELIVERIES.
6. Use of your own Fed Ex account will add \$5.00 per order.

SHIPPING & HANDLING FEES

UP TO \$5,000	\$20
\$5000.01 - \$10,000	\$25
\$10,000.01 - \$15,000	\$30
\$15,000.01 - \$25,000	\$35
OVER \$25,000	CALL FOR QUOTE