



# SUBMISSION FORM

P.O. Box 41-0880 • Melbourne, FL 32941-0880  
(305) 345-9864 • www.psaginc.com

Date Order Received \_\_\_\_\_

Date Order Returned \_\_\_\_\_

## SHIPPING ADDRESS

☐ New Customer or New Information

## SERVICE REQUEST

Check only *one* box in each group  
One service per invoice

☐ Economy

☐ Regular

☐ Express

☐ Specialized

☐ Ungraded COA

☐ Graded COA

☐ 3x5 Certs.

☐ 5x8 Certs.

## PSAG USE

Order No. \_\_\_\_\_

Service \_\_\_\_\_

Verified \_\_\_\_\_

NAME \_\_\_\_\_ Customer # \_\_\_\_\_

ADDRESS \_\_\_\_\_ Apt. # \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ E-MAIL \_\_\_\_\_

## LIST OF ENCLOSED ITEMS

	PSAG Use	Scott#	Unused			Used			Multiples	Notes Section	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
			O.G.	N.H.	No Gum	Used	Sp Cnd	Cover									
1			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>								
2			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>								
3			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>								
4			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>								
5			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>								
6			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>								
7			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>								
8			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>								
9			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>								
10			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>								

## 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

Fees (Box A) ..... \$

Less Discount (Where Applicable) ..... \$

Shipping/Insurance Charges ..... \$35.00 ..... \$

Or Fee using Clients FedEx Account...\$5.00 ..... \$

Handling Charge (per each Invoice) ..... \$5.00

**TOTAL CHARGES** ..... \$

See more detailed Shipping Terms - back of PSAG form

## FEE SCHEDULE

SERVICE	FEE	Items that can be submitted	Minimum Quantity	Max. Scott Value	Max Fee	Approx Turnaround
ECONOMY:	\$20	1932 to date (US#642 to date, C7 to date, E7 to date, Q1-7, RW26 to date). No 'EFO's, ERRORS, or Shades	10	\$100	\$20	30 Days
REGULAR:	5.5% Scott Value (Minimum \$38.50)	1847 to date (US#1-642 NO SPECIALIZED ITEMS)	1	No Maximum Value	\$500	30 Days
SPECIALIZED:	5.5% Scott Value (Minimum \$50)	1842 to Date (Private Vending Perfs, Covers, Postal Stationary, Postmaster Provisional's, Special Printings/Re-Issues Locals/Carriers) U.S Possessions	1	No Maximum Value	\$500	Varies
EXPRESS:	ADD \$30 per item.	Some Specialized items EXCLUDED for 20 day	1	No Maximum Value	\$35	20 Days
ADDITIONAL SERVICES	HAWAIIAN STAMPS & COVERS: Additional fee per stamp for Plating & Handling		\$10	<b>AGREEMENT OF TERMS</b> I HAVE READ AND I AGREE TO THE PSAG TERMS ON THE BACK OF THIS FORM		
	REMOVE GRADE from Previous PSAG Certificate		\$15			
	ADD GRADE from Previous upgraded PSAG Certificate		\$15	<div>Authorized Signature _____ Date _____</div> <b>TERMS AND CONDITIONS SUBJECT TO CHANGE</b>		
	Duplicate Certificate at time of submission		\$5			
	Duplicate Certificate at later date from original		\$10			
	Reconsideration (no charge if opinion changes)		\$25			
	Original Plating		\$25			
	X-ray Diffraction Color Analysis		\$25			
Fee to Change Size of Certificates		\$5				

\*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.

## 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 10 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, or card number, expiration date, 3 digit security code and your signature. If you choose FED EX and provide your account number, PSAG only charges a \$5 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.
10. PSAG will not give a grade on any stamp for which that grade would be less than 50 unless specifically requested.

## 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, P.O. Box 41-0880 • Melbourne, FL 32941-0880  
FED EX to: PSAG, 3960 Dow Road, Melbourne, FL 32934 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. MARK PACKAGE "DO NOT BEND"
5. PSAG Does NOT ACCEPT UPS DELIVERIES.
6. Shipping and Insurance is \$35.00 per USPS package unless additional international charges apply and/or high value orders incur higher shipping charges due to weight and increase insurance rates. If customer uses personal FedEx Number, there will only be a \$5.00 charge per shipment.