



CUSTOMER RESPONSIBILITIES AND CHECKLIST

WHEN SUBMITTING COMICS:

1. Be sure to print your name and your CGC Collectors Society or dealer number in the space provided on the submission form.
2. Check the box indicating the Grading Tier or Service desired. You may request only one Tier or Service option per CGC submission form. If you want to submit additional comics on a different Tier, use a second submission form. For example, if you have five comics to submit under Standard and five comics under Economy, use one submission form for each group of five, and ship both groups together to CGC.
3. In the "Ship To" box, print clearly the address where CGC should ship your certified comic books. In "Ship Method," choose either FedEx, US Postal Service Registered Mail, or UPS Ground. You must use a street address if shipping via FedEx because they do NOT deliver to P.O. boxes. Please call for street address. WARNING: FedEx insurance covers only \$100 in damage or loss. If your comic books are worth more than \$100 we recommend you use USPS Registered Mail, or provide your own insurance and carrier account.
4. If CCS services are selected, check the box indicating whether your books will be returned raw, or transferred to CGC for grading.
5. List comics you are submitting with quantity, date (mo./yr.), publisher, title, issue number, pedigree, variant and your declared value for each book. For a book to receive Pedigree designation, CGC must have a signed letter disclosing the lineage of the book. This letter must have the current and immediate past owner's signature, address and phone number. CGC may recognize additional pedigrees at its discretion.
6. Add the total number of comics being graded or serviced, and then multiply that number by the Tier or Service fee. Add the return FedEx or UPS charge if applicable, the return shipping and insurance charges. Total these amounts to calculate your TOTAL DUE. Indicate whether you would prefer to pay by check, credit card or credit card/signature already on file with CGC, including appropriate information. CGC cannot process your order without a valid check or credit card payment. Please review the tiers below to be sure you have submitted your comics under the proper submission tiers, according to the comics' value and your desired turnaround time.
7. To pack your comics, each comic MUST BE PLACED in a mylar or comic poly bag WITH BACKING BOARD, then place them between two firm pieces of cardboard. Secure the cardboard to provide a firm support on the top and bottom of the comics. Then place them in a box with cushioning material around it, being sure to include the CGC submission invoice and a check for payment or your credit card information. If you're sending more than one submission invoice, please pack the appropriate comics and submission invoices grouped together using a safe appropriate method. Be sure your package is properly registered and insured for delivery to CGC.

FOR ADDITIONAL INSTRUCTION ON PACKING YOUR SUBMISSION, WATCH OUR INSTRUCTIONAL VIDEO HERE: <https://goo.gl/TmC4MK>

TURNAROUND TIMES ARE ONLY ESTIMATES AND WILL VARY BASED ON CURRENT SUBMISSION VOLUME

PLEASE FILL OUT ALL OF THE FOLLOWING INFORMATION ON THE ATTACHED FORM:

1. Your name & Account number
2. Select the appropriate Grading Tier based on the value/date of the submissions.
3. Select CCS services tier (optional)
4. Additional CGC services (optional)
5. Your complete shipping address and contact information
6. Choose your preferred return shipping method.
7. List each book being submitted with the following required information
 - a. Quantity of each book
 - b. The title of each book
 - c. The issue number
 - d. The value you declare on each book
 - e. Be sure to total the values of all books being submitted
8. Calculate amount to be paid to CGC/CCS
9. Your complete payment information
10. Terms and Conditions (**Signature required for submission to be processed**)

NOTE: Boxes 9 (if applicable) and 10 must be signed in order to process your order.

Incomplete forms will result in a delay in processing.

ANSWERS TO COMMON SUBMISSION QUESTIONS:

1. CGC DOES NOT grade treasury size comic books.
2. All comic books MUST BE SUBMITTED in mylars or bags, with backing boards. Mylars and backing boards cannot be returned.
3. CGC DOES NOT certify sealed poly-bagged comic books. YOU MUST REMOVE THE COMIC BOOK FROM ITS POLY BAG OR GIVE CGC WRITTEN PERMISSION TO REMOVE IT FROM THE POLY BAG.
4. Return shipping to locations outside the US require special duties and shipping charges. Please call or email Submissions@CGCcomics.com for special arrangements regarding your submissions from outside the US BEFORE sending your comic books to CGC.
5. Submission forms that are incorrect or incomplete could experience significant delays. The most commonly incomplete area is the month/date of the comic book.
6. All prices for grading are PER COMIC BOOK.
7. Turnaround times are estimates only, and ARE NOT GUARANTEED. In periods of high demand and based on the number of submissions received in the same day and preceding days, turnaround times can take significantly longer.
8. CGC does not provide insurance for comic books shipped from its facility to you. The carrier you choose may provide limited coverage. Due to the fragile nature of comic books, CGC urges you to investigate and secure proper means of insuring your comic books against damage in transit.

Questions? Need more submission forms?

Call CGC Customer Service toll-free at 1-877-662-6642 or email submissions@cgccomics.com

CAWs are bound by the terms and conditions of the Signature Series Contract Witness Agreement.



Private Signing Submission Form

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1 SUBMITTER'S NAME

2 SHIP TO: (Please PRINT clearly)

Name _____
Address _____
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Phone _____
E-mail _____

ACCOUNT # _____

3 SHIP METHOD: (within US)

Rates for International Shipping on Back

☐ Registered / insured USPS mail
Postage fees & insurance schedule on back.

☐ Hold for pick-up at CGC's offices*

*DEALERS ONLY Call to schedule appointment

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\$14 first book; \$2 each additional book.
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CGC USE ONLY

Ship with _____

4 PRIVATE SIGNING/CREATOR(S) INFORMATION:

Name(s) Todd McFarlane

Date Dec 2019 Location CGC Headquarters

5 SERVICES: PLEASE CHOOSE ONLY ONE

GRADING ONLY

☐ \$ 89 per book

GRADING & PRESSING

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1. Total # of collectibles: _____ X (grading tier?) \$ _____ = \$ _____
2. Handling Fee: \$ 5.00
3. Custom Labels: _____ X \$ _____ = \$ _____
4. Shipping Fees: \$ _____
5. Imaging: add \$5 per collectible (optional) \$ _____
6. Additional Fees \$ _____
7. Add appropriate lines to reach your total **CGC TOTAL DUE** \$ _____

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In the amount of my TOTAL NOW DUE at left, bill my: ☐ Visa ☐ MasterCard ☐ AmEx

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SEND ALL COMICS TO: CGC • P.O. Box 4738 • Sarasota, FL 34230

I, the submitter named on the front of this invoice, authorize Certified Guaranty Company, LLC (CGC) to charge the card account I provide for the amount in section #7 TOTAL FEES on the front of this Submission Invoice upon receipt of my request for grading and/or other services. I acknowledge that by completing and signing this Submission Invoice that I agree to pay CGC the full amount of the requested grading fees and service charges on the card number I provide regardless of the final grading opinion provided. I understand that if I disregard this provision, I shall be subject to immediate loss of membership in Collectors Society or loss of Authorized Dealer Membership and loss of all rights and entitlements therein. I also agree that if a dispute arises in regard to the grading services rendered, my remedy is to give written notice to CGC according to CGC's stated guarantee below within 14 days of receipt of said graded items. I understand that CGC reserves the right to post additional charges to my credit card account if extra or different services are required to fulfill requested services.

Qty of Books	to Canada	to Europe	to South Africa/Australia
1-2	\$60	\$60	\$80
3-5	\$60	\$80	\$110
6-10	\$60	\$100	\$140
11-15	\$75	\$120	\$170
16-20	\$75	\$140	\$200
21-25	\$90	\$160	\$220

Rates and insurance availability for international shipments may differ. Contact CGC for international rates and insurance availability.

# OF BOOKS	\$1 - \$500	\$501 - \$1K	\$1,001 - \$5K	\$5,001 - \$10K	\$10,001 - \$15K	\$15,001 - \$25K
1	\$32.00	\$34.00	\$39.00	\$46.00	\$53.00	\$67.00
2	\$34.00	\$35.00	\$41.00	\$48.00	\$55.00	\$69.00
3 to 5	\$38.00	\$40.00	\$45.00	\$53.00	\$60.00	\$75.00
6 to 10	\$49.00	\$51.00	\$57.00	\$64.00	\$71.00	\$86.00
11 to 15	\$57.00	\$60.00	\$65.00	\$71.00	\$78.00	\$94.00
16 to 20	\$65.00	\$67.00	\$72.00	\$78.00	\$86.00	\$101.00
21 to 25	\$72.00	\$74.00	\$78.00	\$86.00	\$92.00	\$107.00
Enter the total on line 5 of the "Total Fees" area.						