

# Submission Drop-off Process

The option to drop off submissions at CCG's headquarters offers Authorized Dealers a convenient way to save on shipping costs. To take advantage of this opportunity, all submitters must follow the steps outlined below. Appointments must be scheduled at least 24 hours in advance.

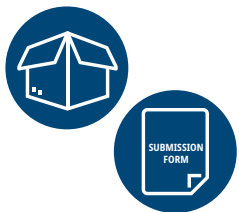


## To schedule your appointment:

1. Complete your submission form(s).
2. Contact CCG Customer Service at 855-GRADE10.
3. Provide Customer Service with the SUBMISSION NUMBER(S).  
**Appointments will not be scheduled without valid SUBMISSION NUMBER(S).**
4. NOTE: Please inform CCG Customer Service in advance if you are making a WalkThru or Express submission.

## Before attending your appointment:

1. Review your completed submission form(s). Check that all desired services are selected, a value for each collectible is recorded and the form is signed at the bottom.
2. Package your submission in a sturdy, well-secured, appropriately sized CARDBOARD BOX.  
NGC and NCS:
  - Use 2 1/2" x 2 1/2" flips and any necessary cushioning to protect your collectibles.PMG:
  - Use currency sleeves and any necessary cushioning to protect your collectibles.CCG Comics:
  - Use backing boards, Mylar sleeves and any necessary cushioning or void-fill materials to protect your collectibles.CGC Cards:
  - Use penny sleeves and semi-rigid top loaders as well as any necessary cushioning to protect your collectibles.CGC Video Games / CGC Home Video:
  - Wrap each game / cassette in bubble wrap ensuring you are not putting too much pressure on the game / cassette. DO NOT USE TAPE ON THE BUBBLE WRAP.
  - Place a single layer of bubble wrap between each game / cassette, and then wrap all of them together with several layers of bubble wrap. DO NOT PACK TOO TIGHTLY.
3. **To avoid processing delays, all collectibles must be packed in the order in which they appear on your submission form(s).**
4. Retain the Submitter's Copy of the submission form(s) for your records and place the remaining pages inside the box (NGC / NCS and PMG only). For all other companies, place the Packing Slip inside the box.
5. Review and sign the Pre-Verification Release Form provided on the reverse and bring it to your appointment. Do NOT place it inside your cardboard box. **When dropping off for multiple verticals, you must complete a Pre-Verification Release Form for each vertical.**



## When you arrive at CCG headquarters:

1. Drive to the **second** security gate, which is to the right of the building when facing it from the street. Pull under the porte cochere at the entrance. Have your photo ID, completed submission form(s) and completed Pre-verification Release form(s) ready. Wait in your vehicle for a Customer Service Representative.

## During your appointment:

1. **All drop-off submitters must turn in a signed Pre-Verification Release Form.**
2. A CCG Customer Service Representative will seal your box with official packaging tape.
3. Your submission will be sealed, transported, stored and opened **later**, under the protection of CCG's advanced security camera system. Please note that the contents of your submission will **not** be counted or processed during your drop-off appointment.

## After your appointment:

1. Log into the website and select "My Submissions" under your profile to check the status of your submission.
2. Authorized Dealers who elect to pick up their completed submissions at CCG's headquarters should contact CCG Customer Service to schedule a pick-up appointment.





## PRE-VERIFICATION RELEASE *(in-person drop-off at headquarters)*

I, the undersigned, have submitted one or more collectibles ("Collectibles") to Certified Collectibles Group, LLC ("CCG") for grading and encapsulation. I acknowledge that I am responsible for safely and securely packaging the Collectibles; that any instructions from CCG on how to package the Collectibles are only suggestions; and that I have, in my sole discretion, determined how to package the Collectibles to prevent damage during the normal handling process. I understand and acknowledge that (1) upon receipt, CCG will seal my packaged submission with packaging tape; (2) CCG will receive, handle, and store my packaged submission **before** opening it; and (3) CCG does **not** confirm the number, type, or condition of Collectibles contained in a submission upon receipt; such confirmation will only occur when CCG **later** opens the packaged submission under video surveillance.

When dropping off for multiple verticals, you must complete a Pre-Verification Release Form for each vertical.

Submitting to (check one):

- NGC / NCS
- PMG
- CGC Comics
- CGC Cards
- CGC Video Games and CGC Home Video

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Printed Name of Submitting Dealer

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Signature of Submitting Dealer

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Date

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Dealer Account Number

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Submission Number(s)-**LIST ALL**

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