



Comics Reholder Form

CGC • P.O. Box 4738 • Sarasota, FL 34230 • 877-662-6642 • submissions@CGCcomics.com

1 SUBMITTER'S NAME

ACCOUNT #

ReHolder (\$15)
For scratched/damaged (but not opened) holders.

High Value ReHolder (\$25)
Valued at \$50,000 or more.

CGC USE ONLY
Ship with _____

4 SHIP TO: (Please PRINT clearly)

Name _____

Address _____

City _____ State _____ ZIP _____

Phone _____

E-mail _____

5 SHIP METHOD: Call for International shipping rates.

For Return Delivery in the US:

Registered / insured USPS mail - Figure postage & insurance by fee schedules on back.

Hold for pick-up at CGC's offices - By appointment only: Call CGC to arrange pick-up.

UPS Ground **FedEx Ground**
\$14 first book; \$2 each additional book. \$100 maximum insurance

Ship books under my self-insured FedEx or UPS account:
Account # _____ Method _____

6 Complete the following section as applicable to your comics. Not all sections will apply. MAX 25 BOOKS PER BOX W/ RETURN

ITEM	QTY.	DATE MO./YR.	PUBLISHER	TITLE	ISSUE NUMBER	CERTIFICATION # <small>Re-submission only</small>	PEDIGREE / VARIANT	DECLARED VALUE
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SEE REVERSE SIDE FOR ESTIMATED TURNAROUND TIMES. VISIT OUR WEBSITE FOR CURRENT TURNAROUND TIMES. TOTAL DECLARED VALUE: \$

7 TOTAL FEES

1. Total # of collectibles: _____ X grading tier \$ _____ = \$ _____

2. Handling Fee \$ 8.00

3. Return by UPS or FedEx Ground (\$14 plus \$2 each additional book) OR \$ _____

4. Return by Domestic US Registered Mail (table on back) \$ _____

5. Add appropriate lines to reach your total TOTAL NOW DUE \$ _____

8 PAYMENT AND SIGNATURE

This section must be completed fully and signed for credit card payment.

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

I prefer to pay by the enclosed check: Check # _____ made to: **CGC**

Credit Card # _____ Expires ____ / ____

Cardholder Name _____

Billing Address _____
If different than SHIP TO address and name above

Signature X _____ Date ____ / ____ / ____

9 TERMS AND CONDITIONS (Required - Order will not be processed without signature.) I acknowledge and agree that all services are provided subject to the submitter agreement signed by the submitter of these collectibles and the Services Terms and Conditions on the back of this form. If collectibles are submitted for services for which they do not qualify, I authorize CGC to correct the order and charge any additional grading, handling and shipping fees that may apply. Incomplete forms will result in a delay in processing.

Authorized Signature X

Print Name

Date ____ / ____ / ____



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SHIPPING COPY



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SUBMITTER COPY



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

SUBMISSION INSTRUCTIONS

1. Be sure to print your name and your CGC customer 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. 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.
5. 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.
6. 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.

TIER & SERVICE OPTIONS

Turnaround times are ESTIMATES ONLY and begin the day CGC receives your comics.

TIERS (Service Options)	ESTIMATED TURNAROUND	ACCEPTING*
WalkThru	Same day service	All comics, any value.
Express	5 business day service	All comics, each valued \$3,000 or less.
Standard	15 business day service	All comics, each valued \$1,000 or less.
Economy	40 business day service	All comics, each valued \$400 or less.
Modern (1975 to present)	20 business day service	All comics published from 1975 to present, all comics valued at \$200 or less.
Value Tier	40 business days	Each comic valued at \$200 or less. 15-comic minimum.
Fast Track (not available for magazines)	Modern—10 business days Value—20 business days Economy—20 business days	This will apply to all comics on each invoice.
ReHolder	10 business days	Comic in a chipped or cracked holder submitted for placement in a new holder. Each comic valued at less than \$50,000.
High Value ReHolder	10 business days	Each comic valued at \$50,000 or more.
Pre-Screen	Turnaround varies	Call CGC for details.

*In the event that CGC, at its SOLE discretion, DETERMINES that the fair market value IS HIGHER THAN THE VALUE STATED BY THE SUBMITTER, CGC WILL move the comic book to the APPROPRIATE higher tier AND THE ADDITIONAL CHARGE WILL BE THE RESPONSIBILITY OF THE SUBMITTER.

ANSWER 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.

CREDIT CARD APPROVAL AND RELEASE

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.

SERVICES TERMS AND CONDITIONS:

These terms and conditions apply to the services ("Services") ordered by you ("Customer") and described in the "Ordering" section of this submission form ("Submission Form"):

1. The applicable member of the Certified Collectibles Group of Companies to which this Submission Form is submitted (Certified Guaranty Company "CGC" and/or Classic Collectible Services "CCS") (the "Company") will use commercially reasonable efforts to perform the Services in accordance with the then-current description of such Services, and within the time frames and the guarantee ("Guarantee"), set forth on Company's website. Customer is urged to refer to the Guarantee on the CGCcomics.com website to understand the benefits and protections afforded to Customer and the limitations applicable to the Guarantee.
2. Company's sole and exclusive liability and Customer's sole and exclusive remedy for Company's failure to comply with its obligations under Section 1 of these terms and conditions shall be pursuant to the current applicable Guarantee for such Services set forth under "Comic Grading" on the CGCcomics.com website, the terms of which are incorporated by reference herein.
3. Customer agrees to pay Company all Services fees at the time of submission. If payment is being made by credit card, Customer agrees that Company may charge all Services fees to the credit card upon receipt of this Submission Form. Unpaid balances shall accrue interest at the rate of 1.0% per month until paid. Customer hereby grants to Company a security interest in the items submitted to secure payment of any Services fees.
4. Company has the right in its sole discretion to reject any items submitted for Services in cases where the submitted items do not comply with Company's then-current standards and procedures set forth on Company's website. Because Company must still receive, track and examine each rejected item, fees for Services shall not be refunded for such rejected items.
5. Company will use reasonable care with respect to items submitted to it for Services. However, in the event that Company determines that an item was lost or damaged while in Company's possession, Company will compensate Customer based upon Company's good faith determination of the fair market value of the item, in light of what Company believes to be reliable current market information. The amount of the compensation will not necessarily be based upon, but in no event will exceed, Customer's stated insured value of the item set forth in this Submission Form.
6. Customer must inspect all items immediately upon receipt from Company. Company shall have no liability for any damage or errors unless reported to Company within five (5) days of Customer's receipt of the items.
7. Customer agrees to return to Company, at Company's expense, any item bearing a clerical error for which Services have been provided by Company. Company will, at its expense, correct the clerical error and return the corrected item to Customer. Customer agrees to indemnify, defend and hold Company and its affiliates, and all of its and their respective employees, officers, directors and agents, harmless from and against all claims, liabilities, and expenses (including reasonable attorney's fees) relating to or arising directly or indirectly from Customer's failure to comply with this Section 7.
8. Customer shall complete all submission information on the Submission Form, and package and ship all items, in accordance with the instructions on the Submission Form. Customer represents and warrants to Company that the insured value set forth on the Submission Form represents Customer's good faith belief as to the market value of the item.
9. EXCEPT FOR ANY EXPRESS WARRANTIES SET FORTH IN THESE TERMS AND CONDITIONS, COMPANY DISCLAIMS ANY AND ALL WARRANTIES, EXPRESS OR IMPLIED, REGARDING COMPANY AND/OR THE SERVICES, INCLUDING BUT NOT LIMITED TO THE WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. EXCEPT AS OTHERWISE EXPRESSLY SET FORTH IN THE APPLICABLE GUARANTEE, THE MAXIMUM AGGREGATE LIABILITY THAT COMPANY SHALL HAVE TO THE CUSTOMER, OR ANY THIRD PARTY FOR WHOM THE CUSTOMER MAY BE ACTING, ARISING FROM ANY CAUSE, ACT, OMISSION OR OTHER CIRCUMSTANCE, SHALL IN NO EVENT EXCEED THE SERVICES FEE OR FEES PAID BY THE CUSTOMER FOR THE SERVICES ORDERED PURSUANT TO THIS SUBMISSION FORM. IN NO EVENT SHALL COMPANY OR ANY OF ITS AFFILIATES, OR ANY OF ITS OR THEIR RESPECTIVE EMPLOYEES, OFFICERS, DIRECTORS OR AGENTS, BE LIABLE TO CUSTOMER OR ANY OTHER PARTY FOR ANY INDIRECT, INCIDENTAL, SPECIAL, CONSEQUENTIAL OR EXEMPLARY DAMAGES, EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, AND EXCEPT AS OTHERWISE EXPRESSLY SET FORTH IN THE APPLICABLE GUARANTEE IN NO EVENT SHALL THE AGGREGATE LIABILITY OF COMPANY, ITS AFFILIATES, AND ANY OF ITS OR THEIR RESPECTIVE EMPLOYEES, OFFICERS, DIRECTORS OR AGENTS, EXCEED THE FEES PAID OR PAYABLE TO COMPANY FOR THE SERVICES.
10. Company compiles data regarding, and makes digital images of, items submitted for Services. In partial consideration for the performance of Services by Company pursuant to this Submission Form, Customer hereby authorizes Company to compile such data and make such images and agrees that Company shall have an irrevocable, non-exclusive, perpetual, unlimited, royalty-free right and license to use and commercialize such data and images for any purpose.
11. If any items are being submitted for a third party, Customer represents and warrants that the third party has authorized Customer to submit the items to Company for the Services.
12. The laws of Florida without regard to its choice of law principles shall apply to transactions and/or disputes between Company and any Customer. Each Customer agrees to (1) the exclusive jurisdiction and venue for any dispute of the state and/or federal courts located in, or serving Sarasota County, Florida; (2) not challenge such jurisdiction or venue; and (3) accept service by certified or registered mail.
13. These terms and conditions, including the applicable Guarantee, constitute the entire agreement of Company and Customer (and any third party for whom Customer may be acting) regarding, and supersede all prior agreements and understandings (written or oral) between or among such parties relating to, the subject matter hereof; however, any existing dealer or collector agreement between Customer and Company shall remain in effect, and the terms of such agreement(s) are hereby incorporated by reference. In the event of a conflict, these terms and the current applicable guarantee shall prevail. If any term or condition is determined, by a final and non-appelleable ruling or order of a court of competent jurisdiction, to be invalid or unenforceable under applicable law, such invalidity or unenforceability shall not affect the validity or enforceability of any of the other terms and conditions hereof.

©2016 Certified Guaranty Company, LLC

RETURN SHIPPING (POSTAGE/HANDLING & INSURANCE) for Domestic US Registered Mail Only
Rates and insurance availability for international shipments may differ. Contact CGC for international rates and insurance availability.
****SHIPPING CHARGES MAY VARY DEPENDING ON REGION****

NUMBER OF BOOKS	\$1 - \$500	\$501 - \$1,000	\$1,001 - \$5,000	\$5,001 - \$10,000	\$10,001 - \$15,000	\$15,001 - \$25,000
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.