



# INTERNATIONAL GRADING SERVICE

www.igsgrading.com

## IGS SUBMISSION FORM

Your Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address (Please NO P.O. Boxes): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Tel: ( ) \_\_\_\_\_ E-mail: \_\_\_\_\_



LINE #	CARD or COIN	QTY	DATE or YEAR	MINT MARK (Coin)	DENOMINATION (Coin)	MANUFACTURER (Card)	CARD # (Card)	PLAYER (Card)	VARIATION or VARIETY (If any)	OWNER'S DECLARED VALUE
EX CARD	Card	1	1989			TOPPS	41T	Ken Griffey Jr.	Traded	\$10
EX COIN	Coin	1	1937	D	5¢				3 Leg	\$500
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										

COST TO GRADE YOUR ITEM				
	1-9 Items	10-49 Items	50-999 Items	1000 + Items
5 Day Service	\$7.00	\$6.00	\$5.00	Call
15 Day Service	\$5.00	\$4.50	\$4.00	Call

**PACKAGING YOUR ITEMS**

Please enclose this submission form with your item(s) and payment. Please add a list for more than 12 items. We suggest that cards be placed in a semi-rigid card holder or top loader taped at the top. We suggest coins be placed in a 2"x2" flip not stapled or taped. Securely pack items to prevent movement during shipping. IGS is not responsible for damage that occurs during shipping. For Terms and Conditions Please See Back Page/Page 2

INSURANCE	
Insurance is Required for All Submissions	
Owner's Declared Value	Ins. Rate
\$ .01 - \$100 .....	\$8.50
\$100.01 - \$500 .....	\$9.25
\$500.01 - \$1,000 .....	\$12.00
\$1,001 - Over .....	Please Call

CALCULATING SUBMISSION COST	
1) Number of Coins/Cards	_____
2) Cost per Item for Grading (See table)	\$ _____
3) Total Cost of Grading (Lines 1 x Line 2)	\$ _____
4) Insurance Required (See table)	\$ _____
5) Shipping & Handling (See table)	\$ _____
6) Total Payment Enclosed Add Lines 3 + 4 + 5	\$ _____

PAYMENT OPTIONS	
<input type="checkbox"/> Check or Money Order Enclosed Payable to IGS	
<input type="checkbox"/> Credit Card	Card # _____
Cardholder's Name: _____	
Credit Card Billing Address: (if different from above)	
Address: _____	
City: _____ State: _____ Zip: _____	
Exp. Date: _____	
Signature: _____	

For more than 12 items, photo copy ad or use notebook paper and add it with this submission form. Please do not submit coins having a value over \$500. These coins will not be graded.

**IGS, P.O. Box 3750, Cleveland, TN 37320-3750**  
**Phone: 423-472-3146 • Fax 423-472-3148 • www.igsgrading.com**

### **SERVICES PROVIDED BY IGS TO ITS CUSTOMERS**

- IGS provides fair and accurate grading and encapsulations on all submitted items in accordance with IGS standards and procedures.
- IGS offers fast expedited-around when requested, in accordance with IGS's policies and procedures. Please call for details.

### **IGS WILL GRADE THE FOLLOWING COINS:**

- United States Coinage and errors. Errors must be noted on submissions form under variety.
- Commemorative United States Coinage.
- US Bullion Coins (1986 - present)
- Coins having a declared owner's value of \$500 or less.

### **IGS WILL GRADE THE FOLLOWING TRADING CARDS:**

- Licensed trading cards.
- All trading cards sized (2 1/2"x3 1/2" or smaller).
- A wide variety of game used cards.
- Autographed cards authenticated by card manufacturer.

### **IGS WILL NOT GRADE THE FOLLOWING COINS:**

- Tokens.
- Problem Coins - Altered, Counterfeit and Non-authentic.
- Gold Coins from any country.
- Coins with a declared owner's value of over \$500.00 per coin.
- Error Coins
- Foreign Coins

### **IGS WILL NOT GRADE THE FOLLOWING TRADING CARDS:**

- Unlicensed trading cards. (Example: Broder)
- Cards larger than standard size (2 1/2"x3 1/2") or larger.
- Autographed cards not authenticated by card manufacturer.
- IGS retains the right to refuse the grading of any card that may have been repaired, altered, trimmed, or counterfeited.

### **IGS GUARANTEE:**

- Our liability for errors in labeling and/or grading is limited to our charges for grading only.
- IGS makes no warranty expressed or implied in regards to value of items after grading.
- The grading of items is subjective and reflects the professional opinion of the grader(s) who examined the items.
- IGS is not responsible for oxidation or toning in coins while in our holders. Oxidation and/or toning is naturally occurring.
- IGS retains the right to determine shipping method.
- IGS accepts responsibility of customer submitted items while in our secured grading facilities.
- IGS is not responsible for any injuries as a result of tampering and/or item removal from our holders.
- IGS is not responsible for any damages to items as a result of tampering and/or item removal from our holders.
- IGS is not responsible for items lost in route to our grading facility.
- IGS is not responsible for uninsured items lost in route to customer's address.
- IGS retains the right to self-insure any submission at its option.