



PSA/DNA AUTHENTICATION SERVICES  
 3 South Granville Ave., Suite 103, Margate, NJ 08402  
 (800) 325-1121 • (609) 487-8003 • PSACard.com

**GLOVE SUBMISSION #**

**PACKAGE INFORMATION: (Customer Must Provide)**

- 1. Total number of orders included in this package: \_\_\_\_\_
- 2. Total number of collectibles included in this package (all orders): \_\_\_\_\_

Customer Name: \_\_\_\_\_  
 Customer # \_\_\_\_\_

RETURN SHIPPING ADDRESS (print clearly)	PSA/DNA USE ONLY
NAME _____ PHONE (____) _____	ORDER # _____
ADDRESS _____ EMAIL _____	PKG # _____
CITY, STATE, ZIP _____ <input type="checkbox"/> Check if permanent change of address	Date Received _____
	Date Entered _____
	Verified By _____

**PROFESSIONAL MODEL GLOVE AUTHENTICATION**

	QUANTITY	MANUFACTURER	PRIMARY ATHLETE	LABEL PLACEMENT ON ITEM (See Reverse)	AUTHENTICATION FEE	DECLARED VALUE
EX.	1	SPALDING	Yogi Berra	<input type="checkbox"/>	\$1,275	\$30,000
EX.	1	RAWLINGS	Albert Pujols	<input checked="" type="checkbox"/>	\$95	\$500
1				<input type="checkbox"/>		
2				<input type="checkbox"/>		
3				<input type="checkbox"/>		
4				<input type="checkbox"/>		
5				<input type="checkbox"/>		
6				<input type="checkbox"/>		
7				<input type="checkbox"/>		
8				<input type="checkbox"/>		
9				<input type="checkbox"/>		
10				<input type="checkbox"/>		
11				<input type="checkbox"/>		
12				<input type="checkbox"/>		
13				<input type="checkbox"/>		
14				<input type="checkbox"/>		
15				<input type="checkbox"/>		
<b>TOTAL Qty:</b>				<b>SUBTOTALS:</b>	<b>\$</b>	<b>\$</b>

PSA/DNA WILL NOT BE RESPONSIBLE FOR INCOMPLETE OR INACCURATE ORDERS

**1. GLOVE AUTHENTICATION FEES (Estimated Turnaround 30 Business Days)**

SERVICE LEVEL	GLOVE VALUE	AUTHENTICATION FEE	QUANTITY	SUBTOTAL
Tier 1	\$25,000+	\$1,275	x _____ =	\$ _____
Tier 2	\$10,000 - \$24,999	\$775	x _____ =	\$ _____
Tier 3	\$5,000 - \$9,999	\$375	x _____ =	\$ _____
Tier 4	\$1,000 - \$4,999	\$195	x _____ =	\$ _____
Tier 5	\$999 or less	\$95	x _____ =	\$ _____

**2. REPLACEMENT LETTER (\$35 Each) Cert. # \_\_\_\_\_ \$ \_\_\_\_\_**

**3. RETURN SHIPPING INSURANCE**

I do not have a Federal Express or United Parcel Service Account, please charge my credit card for the shipping costs. Additional shipping insurance fee based on Declared Value (see 1h on reverse for details) ..... \$ \_\_\_\_\_

FedEx/UPS Account — Acct. # \_\_\_\_\_

Declared Value limit per package (required) \_\_\_\_\_

Purchase Insurance?  Yes \$ \_\_\_\_\_  No Signature Required  Yes  No

Sat. Delivery  Pri-Overnight A.M.  Std-Overnight P.M.  2-Day  3-Day  Ground

**4. DISCOUNT/VOUCHER** ..... - \_\_\_\_\_

**5. TOTAL CHARGES (Add lines 1-4)** ..... = \_\_\_\_\_

**METHOD OF PAYMENT**

VISA  MC  AMEX Check # \_\_\_\_\_ Money Order # \_\_\_\_\_

Cardholder's Name \_\_\_\_\_

Card Number \_\_\_\_\_ Exp. Date \_\_\_\_\_

Cardholder's Signature \_\_\_\_\_

All fees must be paid in advance before PSA/DNA can process your order. Incomplete or illegible submission forms will delay turnaround time. PSA/DNA reserves the right to correct your submission form to reflect its current authentication and shipping fees. All authentication fees are applicable regardless of outcome.

I HAVE READ AND AGREE TO THE PSA/DNA TERMS AND CONDITIONS SET FORTH ON THIS FORM. I ACCEPT FULL RESPONSIBILITY FOR COMPLETELY AND ACCURATELY FILLING OUT THE SUBMISSION FORM(S)

Authorized Signature (required) \_\_\_\_\_

Date \_\_\_\_\_

(Order will not be processed without signature.)

**IN PERSON PICK-UP (ID MAY BE REQUIRED)**

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

Turnaround time does not begin until the order has been entered into the grading system. All terms and conditions are subject to change. For up-to-date information, visit PSACard.com.

## SUBMISSION INSTRUCTIONS

### 1. Complete Submission Form

- a. Print your name, customer number (if applicable), return shipping address, email address and phone number in the space provided.
- b. List the description of each glove. For multiple gloves, of the same primary athlete, you may list the total quantity and write on one line.
- c. **Label Placement Option** – Check “On Item” box if you want the certification label placed on the item. The label will be placed on the LOA of items with unchecked boxes. The pressure sensitive alphanumeric label will destruct upon removal. PSA/DNA reserves the right to place the label on the LOA at our discretion.
- d. Based on the declared value of the glove, list appropriate authentication fee.
- e. **Declared Value** – Enter declared value amount for each line. On lines listing a quantity greater than one, enter the declared value for all items in the “Declared Value” column.
- f. **Replacement Letter** – Replacements for missing Letters of Authenticity are available for \$35 each. List certification number in the space provided.
- g. Calculate the Subtotal of Fees.
- h. **Return Shipping** – All packages are returned via Federal Express (FedEx) or United Parcel Service (UPS). Unless you have your own FedEx/UPS account number and insurance coverage, PSA/DNA will use your credit card for the FedEx/UPS shipping cost. If you are using your own FedEx account and insurance, provide your account number and shipping preferences.

**Return Shipping Insurance** (Required if you do not have your own account with FedEx/UPS and insurance). Insurance is \$.40 per \$100.00. If you do not have an account with FedEx/UPS and your glove is worth more than \$100, you must calculate fee for shipping insurance.

- i. **Total Charges** and mark **Method of Payment**. Include check, money order or credit card info. **You must include payment or your order will not be processed.**
- j. **Package Information (required)** – Be sure to fill in this section completely.
- k. **Read the terms and conditions below.** Sign and date the bottom of the form. Keep a copy for your records.

### 2. Package items and submission form carefully.

3. **Packages to PSA/DNA:** All carriers are accepted. **YOU ARE RESPONSIBLE FOR INSURING ALL PACKAGES TO US.** Mail to PSA/DNA, 3 South Granville Ave, Suite #103, Margate, NJ 08402
4. **Packages from PSA/DNA (Return Carrier):**
  - a. All packages are returned via FedEx or UPS.
  - b. Do not send postage stamps or shipping materials for the return of your package.
5. **TURNAROUND TIMES:** The turnaround times listed on the PSA/DNA submission form are estimates. While our staff works extremely hard to process submissions within the time frame listed, the turnaround times are not guaranteed. **ALL DAYS ARE BUSINESS DAYS.**
6. **AUTOGRAPHED GLOVES:** Autograph and Professional Model Glove Authentication are separate services. In order to have the autograph authenticated, you must complete a separate PSA/DNA authentication submission form. Both submission forms must accompany the item. Separate authentication fees apply. Fees are available online at PSAcard.com.
7. Note: PSA/DNA shall have no liability to the Customer for any loss or damage while the item is not in the custody or control of PSA/DNA.
8. **All terms and procedures are subject to change.**

## PSA/DNA TERMS & CONDITIONS

By signing this form, Customer acknowledges that they have read the PSA/DNA Terms and Conditions (the “Agreement”) set forth below and agrees to abide by this Agreement, and further agrees that PSA/DNA is entitled to rely upon and benefit from this Agreement.

1. PSA/DNA will endeavor to certify submissions within a reasonable time frame. However, PSA/DNA will have no liability whatsoever to the customer for damages (including incidental or consequential damages) allegedly due to PSA/DNA’s failure to certify any submission within any time frame.
2. PSA/DNA will not certify items that are damaged beyond recognition.
3. Fees paid to PSA/DNA are NON-REFUNDABLE once the item begins the authentication process.
4. Certification and authentication involves an individual judgment that is subjective and requires the exercise of professional opinion, which can change from time to time. Therefore, PSA/DNA makes no warranty or representation and shall have no liability whatsoever to the customer for the opinion rendered by PSA/DNA to any submission.
5. PSA/DNA will exercise reasonable care in handling submissions for authentication. However, if PSA/DNA determines the Customer’s submission was lost or damaged while in PSA/DNA’s possession, Customer will be compensated based upon the fair market value of the submission as determined by PSA/DNA standard procedures which may include filing a claim with our insurance carrier. The declared value you stated on this form is for estimating the insurance coverage only, and the fair market value of the submission may be less than your declared value. **IN NO EVENT SHALL THE TOTAL LIABILITY EXCEED THE DECLARED VALUE OF THE ITEM.**
6. Customer must inspect all submitted items immediately upon receipt from PSA/DNA and report any damage or discrepancy to PSA/DNA within five (5) days of receipt. Customer must also inspect all submissions immediately upon receipt for mechanical errors pertaining to the description of the submission. Mechanical errors include, but are not limited to, such errors as incorrect date or designation. Customer agrees to return any incorrectly described item to PSA/DNA upon request at any time and agrees to indemnify and hold harmless PSA/DNA and its affiliates against all losses and/or claims (including attorney’s fees) caused by the circulation or sale of a mislabeled or inappropriate item or any unauthorized use of a PSA/DNA certificate or label.
7. PSA/DNA shall have no liability whatsoever to the customer for any loss or damage of any submitted item occurring while the item is not in the custody or control of PSA/DNA.
8. Occasionally, our experts cannot express an opinion on an item. Such items will be designated as “Inconclusive” and a credit voucher will be issued in the full amount of the authentication fee. This voucher can be used towards future submissions.
9. It is absolutely essential that submissions sent to PSA/DNA be packaged and shipped in strict accordance with the requirements. PSA/DNA shall have no liability whatsoever for any damage to any submission shipped or delivered to PSA/DNA in a manner that does not strictly conform to our written specifications, such as during transit to and from PSA/DNA.
10. Except as expressly specified set forth herein, PSA/DNA disclaims any and all warranties, express or implied, (including the warranty of merchantability and the warranty of fitness for a particular purpose) regarding our service.
11. Notwithstanding anything to the contrary contained herein, THE MAXIMUM AGGREGATE LIABILITY THAT PSA/DNA SHALL HAVE TO 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 AUTHENTICATION/GRADING FEES PAID BY CUSTOMER FOR THE AUTHENTICATION SERVICES RENDERED BY PSA/DNA WITH RESPECT TO THE ITEMS SUBMITTED FOR AUTHENTICATION HEREUNDER. IN NO EVENT SHALL PSA/DNA 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.
12. In the ordinary course of its operations, PSA/DNA (i) compiles data regarding each item submitted for authentication, including, but not limited to, data relating to the identity, production, condition and grade of the item (the “Data”); and (ii) may take, or have taken, one or more digital or other types of photographs, images or reproductions of each such item (collectively, the “Images”). In consideration for the authentication services being provided by PSA/DNA, Customer, on behalf of itself and any third party for whom Customer may be acting, hereby authorizes PSA/DNA (i) to compile and maintain such Data with respect to each item submitted hereunder for authentication; and (ii) to take, or cause to be taken, one or more Images of each such item, and further agrees that PSA/DNA will be the owner of such Data and all such Images and that PSA/DNA may use and exploit such Data and the Images for commercial and any other purposes, as PSA/DNA in its sole discretion deems appropriate, including, but not limited to, the publication and republication or reproduction in or on any media, of such Data and Images. Without limiting the generality of the foregoing, Customer, on behalf of itself and any third party for whom Customer may be acting with respect to this agreement, unconditionally and irrevocably transfers, conveys and assigns to PSA/DNA any and all current and any hereafter acquired rights, title and interests (including, without limitation, rights in copyright, patent, trade secret and trademark) that Customer or any such third party may have in or to the Data and the Images (on whatever media or in whatever form such Images may be reproduced or published).
13. Payment for all PSA/DNA services is due upon submission except as otherwise expressly agreed by PSA/DNA in writing. Customer agrees that PSA/DNA may charge Customer interest at the highest rate permitted by law on any unpaid balance, and that PSA/DNA shall have a security interest on any property of Customer’s in the possession of PSA/DNA or any affiliate thereof to secure Customer’s payment obligation hereunder.
14. It is our firm policy for customers not to contact our office for results. Please await your return shipment which will include our written results regardless of outcome—ABSOLUTELY no authentication results will be given over the phone, fax or by email.
15. If any items are being submitted for a third party, Customer represents and warrants that such third party has agreed and accepted this Agreement and has signed a duplicate copy hereof where indicated. Customer agrees to provide that third party-signed copy to PSA/DNA at any time upon its request.
16. This Agreement is delivered and accepted in the State of California and it is the intention of the parties that it be governed by and construed in accordance with the substantive laws of that State, without regard to conflicts of laws principles. The parties hereby consent to personal jurisdiction of the courts of the State of California with respect to any legal action to enforce the terms and conditions of this Agreement or otherwise arising under or with respect to this Agreement, and agree that the Superior Court of California, County of Orange, or, if applicable, federal District Court sitting in the County of Orange, State of California, shall be the sole venue, and the State of California shall be the sole forum, for the bringing of such action. Each of Customer and PSA/DNA agrees that the prevailing party shall be entitled to an award of its reasonable attorney’s fees, costs and expenses.
17. The terms and provisions in this Agreement and the Customer Agreement, if applicable, constitute the entire agreement of PSA/DNA 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. If it is determined that there are any inconsistencies between this Agreement and the Customer Agreement, then this Agreement shall control. If any term or provision of this Agreement is determined, by a final and non-appealable 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 of the terms or provisions of this agreement. Each party shall execute and deliver such additional documents and instruments as any other party may request to better evidence or effectuate the agreements contained herein and further agree that PSA/DNA is entitled to rely upon and benefit from those terms and procedures.