HOW-TO GUIDE FOR SUBMITTING CARDS TO PSA

Pre-PSA Value: $250

Auction Price Realized After PSA-Grading: $66,000
PSA Submission Guidelines

Below are step-by-step instructions on how to properly complete the PSA submission form. Proper completion of your submission form will help expedite the processing of your order. For information on how to prepare your items for shipment, please see the packing guidelines located on the back of this brochure.

1. Submission Number: This unique submission number is the reference number to use (and provide) when inquiring about your submission.

2. Package Information: Complete this information prior to mailing your submission. For example, if you are sending a total of three orders with two cards on each, the information would be listed as follows:
   1. Total number of orders included in this package: 3
   2. Total number of collectibles included in this package: 6

3. Customer Name and Number: Providing your Customer name and number will help expedite the processing of your order.

4. Return Shipping Address: Clearly print the shipping recipient name and shipping address. Please provide a contact number and email address in the event we have questions regarding your order. You will automatically receive a status update regarding your submission via email.

5. Type of Submission: You may only select one type per submission. Select “Grading” for raw items, “Reviews” for items previously graded by PSA, “Crossover” for items previously graded by another company, or “Reholder” for re-encapsulation of cards currently in a PSA holder. These four types CANNOT be combined.

6. Holder Size: Please select the holder size for your submission based on the dimensions of the cards you are submitting. If you have cards that fall into more than one holder size selection they will need to be submitted on separate submission forms. For example: Jumbo Holder submissions cannot be combined with Supersized cards. If you are unsure of the holder sizes your items require, please contact Customer Service or visit our website and search “Holder Sizes” for more information. Mixing items that require different holders will delay the processing of your order.

7. Type of Service: You may only select ONE Service Level (price and turnaround time) per submission. Select the appropriate service based on the type of cards currently in a PSA holder. These four types CANNOT be combined.

8. Item Descriptions: Describe and value each item submitted in this area.
   a. Quantity: Fill in the total quantity of identical items listed on each line.
   b. Category: List the sport represented on the item. Abbreviations are acceptable. For example, “FB” for football, etc. If the item does not represent a sport, please write “NS” for Non-Sport.
   c. Set Name: List the manufacturer of the item.
   d. Year: List the year the item was issued.
   e. Card #: If the item has been numbered, list the number here. If not, leave the space blank.
   f. Card Name: Fill in the name or subject of the item. For player names, listing the last name only is acceptable.
   g. Variety: List the variety of the item (if applicable) here. Examples include Blue Refractor or Gray Back.
   h. Current Certification #: List the current certification numbers for items that have already been certified by PSA or another company. Leave blank when submitting raw items that have not been previously graded.
   i. Minimum Grade: Required for Crossovers (items previously authenticated or graded by another company). Crossovers must have a minimum grade to be processed; however, you may (but are not required to) specify a minimum grade for raw cards. Your minimum grade should be the lowest PSA grade you will accept. If any PSA grade is acceptable, write “1” in this column. If the item does not meet the minimum grade specified, the item will be returned in its original holder with a grading result of “Min. Grade” (which stands for “Did Not Meet Minimum Grade”) and the grading fee is still charged. It is not uncommon for grading services to render different opinions on the same item. PSA is not bound, in any way, by any opinion from any other grading service. PSA will assume the grade you have listed is the lowest grade you will accept, and you will not be contacted if the card does not cross.
   j. No Qualifiers: Cards having significant flaws will receive “qualified” grades (see definitions online at PSAcard.com.) If you select this box and your card is determined to have a qualifier, your card will be graded with a lower straight grade. For example, what would be graded an ‘8 OC’ might be graded a straight ‘6.’ Please note: Some qualifications may not be removed.
   k. Declared Value: PSA requires you estimate a value for each item you submit based on its condition. The value will determine your service level and return shipping fees. If you are not sure of the value, you may use the SMR Price Guide, other trade publications, auction results or contact a Dealer.
   l. Dealer: Any cards that are not submitted within your own FedEx or USPS Express Mail account must be included with the submission or the order will not be processed.

Have more than 15 cards? You may list additional cards on subsequent forms or a separate sheet of paper, such as a spreadsheet. Please write the page number at the top right-hand corner of each form or page. Fee calculations and payment information for the entire submission should be listed once on the first submission form.

9. Total Declared Value: Add the values for each line and list the total declared value here.

10. Grading Fee Calculation: List the total number of items in your order and multiply by the type of service you selected.

11. Shipping Cost: You are responsible for the return shipping cost of each submission. We will not combine submissions for return shipment. The shipping fees are located on the back of the submission form and are calculated from the total number of items and the total declared value of the submission. Shipping rates are subject to change. Visit PSAcard.com to verify that you have the most up-to-date fees.

12. Alternate Return Shipping: PSA returns all packages fully insured with signature required unless you choose to have your order returned using your own FedEx or USPS Express Mail account. You must provide your account number to select either carrier. If you select one of these options, you are responsible for insurance.

13. Total Charges: Add your grading fees and return shipping fees and subtract any discounts for applicable vouchers.

14. Method of Payment: PSA accepts personal and business checks, money orders, or Visa/MasterCard/American Express/Discover credit cards. While we accept cash at shows, we do not recommend mailing cash for payment. The payment must be included with the submission or the order will not be processed.

15. Authorized Signature: Please read the PSA Terms & Conditions located on the back of the form, and sign. Failure to sign the form will delay your order, as PSA will not process orders without your acceptance to the PSA Terms & Conditions.
Shipping Instructions

Preparing Your Submission For Shipment

**STEP 1**
Place each card in a protective flexible pouch (Ex. Card Saver). The flexible pouch you choose must be sturdy enough to allow us to remove the item safely. If you do not know where to purchase flexible plastic pouches, you can always order them through PSA. For the protection of your items, you may want to insert your cards/tickets into a soft card sleeve or mylar before inserting into the Card Saver.

**STEP 2**
Place a label on the outside of each Card Saver and write the Submission Number and Line Number for that card. When packaging the cards for shipment please make sure to place the cards in the same order they are listed on your submission form. Note: When submitting multiples of the same card please make sure to place them on the same line and write the amount of cards you have under quantity. When labeling the cards please place the Submission Number and Line Number. Next to the Line Number, place a “/” and begin to number each card. For example if you have 3 of the same card, each label should read:
Submission #1234567 Line #1/1
Submission #1234567 Line #1/2
Submission #1234567 Line #1/3
Labeling and submitting your cards in order will help expedite the processing of your order.

**STEP 3**
Put all of your cards in between two cardboard pieces that are larger than the items. Hold the package together with rubber bands. Ensure that the rubber bands are not too tight. They should be just tight enough to hold the cardboard pieces together and prevent the cards from falling out. CAUTION: If packed too tightly, the items inside may get damaged.

**STEP 4**
Protect the items with packing material such as bubble wrap or other shipping/packing material.

**STEP 5**
Pack in a sturdy cardboard box. If using styrofoam pellets to pack the items, please be sure the items are kept together in some manner so they are not scattered about the box when it is opened. Make sure that they are not packed too tightly. This may cause damage if mishandled. Use packing tape to completely seal the outside of the box.

**STEP 6**
CLEARLY MARK the TURNAROUND TIME on the outside of the package. This will expedite the process of your order. If you have MULTIPLE SERVICES in one box, please mark the outside of the box with the fastest turnaround time.