



PSE SUBMISSION FORM

INVOICE #

P.O. Box 6170, Newport Beach, CA 92658
 gradingmatters.com • pse@gradingmatters.com
 Customer Service 1-714-957-1139

SHIPPING ADDRESS New Customer New Information

NAME _____ Customer # _____
 ADDRESS _____ Apt. # _____
 CITY _____ STATE _____ ZIP _____
 PHONE _____ E-MAIL _____

METHOD OF PAYMENT

Check \$ _____ Check # _____ VISA MASTERCARD \$ _____
 Card # _____ Exp. Date _____ CCV _____
 Cardholder's Name (Please Print) _____
 Cardholder's Signature (Must be completed to process submission.) _____

RETURN CARRIER (CHOOSE ONE) *U.S.P.S. fees based upon declared value. See chart on reverse for details.*

Pickup Express Mail (Shipping Plus \$5.00)
 FedEx (must provide your account number) _____ Handling Fee \$5
 Insurance Limit (Required) _____
 Standard _____ 2-Day _____ 3-Day _____ Saturday _____

LIST OF ENCLOSED ITEMS

Item #	PSE Use	Country	Scott #	Unused		Used		Multiples			Notes or Prior Cert # Previously Expertized? If Yes, include copy of opinion.	Min. Grade	Current Scott Cat. Value	Insured Value	PSE Fee A	Add'l. Fee B	Final Fee
				OG. N.H. No Gum NGAI	Used Sp Cncl Cover	Pair	Line	Pair	Block	Pit							
1		USA		□□□□	□□□	□□□□□						50					
2		USA		□□□□	□□□	□□□□□						50					
3		USA		□□□□	□□□	□□□□□						50					
4		USA		□□□□	□□□	□□□□□						50					
5		USA		□□□□	□□□	□□□□□						50					
6		USA		□□□□	□□□	□□□□□						50					
7		USA		□□□□	□□□	□□□□□						50					
8		USA		□□□□	□□□	□□□□□						50					
9		USA		□□□□	□□□	□□□□□						50					
10		USA		□□□□	□□□	□□□□□						50					
11		USA		□□□□	□□□	□□□□□						50					
12		USA		□□□□	□□□	□□□□□						50					
13		USA		□□□□	□□□	□□□□□						50					
14		USA		□□□□	□□□	□□□□□						50					
15		USA		□□□□	□□□	□□□□□						50					
16		USA		□□□□	□□□	□□□□□						50					
17		USA		□□□□	□□□	□□□□□						50					
18		USA		□□□□	□□□	□□□□□						50					
19		USA		□□□□	□□□	□□□□□						50					
20		USA		□□□□	□□□	□□□□□						50					

SERVICE REQUEST

Check *one* box below for Submission Type and indicate Priority Service if requested.

	SUBMISSION TYPE			
	UNGRADED CERT.	GRADED* CERT.	ENCAPSULATED**	PRIORITY SERVICE
Modern		<input type="checkbox"/>	<input type="checkbox"/>	
Economy		<input type="checkbox"/>	<input type="checkbox"/>	
Regular	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Specialized	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Additional/ Services	<input type="checkbox"/>			

*Singles and any multiple listed in Scott Catalog.
 **If holder size available.

PSE USE ONLY

Order # _____
 Service _____
 Item _____
 Date Rec. _____
 Verified _____

FEE CALCULATION

PSE Schedule of Services and Fees (see reverse side)

Total PSE Fees (Total of Column A) . . . \$ _____
 Less Discount (where applicable) . . - \$ _____
 Subtotal \$ _____
 + Add'l Fees (Total of Column B) . . + \$ _____
 + Shipping Cost (from chart) + \$ _____
 Total Charges = \$ _____

I HAVE READ AND I AGREE TO THE PSE TERMS ON THE FRONT AND BACK OF THIS FORM. *Order will not be processed without signature*

Authorized Signature _____ Date _____

TERMS AND CONDITIONS SUBJECT TO CHANGE.
 Customer Keeps Gold Copy

TOTALS: _____
 FOR SHIPPING BOX A BOX B

PSE PROCEDURES AND TERMS

- INSTRUCTIONS FOR FILLING OUT THE TABLE OF ITEMS SUBMITTED. List each item on a separate line. Give the Scott Catalog Number, check all of the appropriate boxes regarding Unused, Used or Multiples and fill in all pertinent columns except the shaded Final Fee column.
- The fees listed on the Submission Form are applicable notwithstanding an adverse opinion by PSE regarding the condition of any item. Fees will be adjusted as indicated on the front of the Submission Form in the following cases:
 - When a stamp submitted as unused is found to be used.
 - When an item is found to have been misidentified by the submitter, the fee will be adjusted, up or down, based on the value of the item as identified by PSE.
 - When an item is determined to be a counterfeit or to have been fraudulently altered with the purpose of changing the apparent Scott Number (e.g., an imperforate stamp with fake perforations to simulate a coil stamp).
- PSE will endeavor to authenticate and grade stamps within the business day time frame, if any, offered as part of a PSE service. However, PSE will have no liability whatsoever to the customer for incidental or consequential damages due to PSE's failure to process any stamp within any time frame.
- In the event PSE rejects any stamp for grading in accordance with PSE's current grading standards and procedures, the fee paid by the customer for the service cannot be refunded because the determination to reject a stamp required a review by PSE's experts.
- Authentication and grading involves individual judgements that are subjective and require the exercise of professional opinion, which can change from time to time. Therefore, PSE makes no warranty or representation and shall have no liability whatsoever to the customer for the opinion or grade assigned by PSE to any stamp.
- If an applicant seeks an opinion regarding an item which PSE has previously declared to be genuine the applicant must submit, along with the item, the original certificate of authenticity. PSE retains the right to modify or change a previously held opinion and to void or nullify the original certificate. The applicant hereby grants to PSE the right to retain any such prior authentication and agrees to make no claim for the return thereof.
- PSE reserves the right at all times to decline, to expertize or grade any item. Items outside the areas in the List of Services on the Submission Form will be returned at the submitter's expense.
- PSE will exercise reasonable care in handling stamps submitted for authentication and grading. However, if PSE determines the Customer's submission was lost or damaged while in PSE's possession, Customer will be compensated based upon the fair market value of the submission as determined by PSE standard procedures which may include filing a claim with our insurance carrier. The declared value you stated on the front of this form is for estimating the insurance coverage only, and the fair market value of the stamp may be less than your declared value. In no event shall the total liability exceed the declared value of the stamp.
- Customer agrees to inspect all submitted items immediately upon receipt from PSE and report any damage or discrepancy to PSE within two (2) days of receipt. Customer must also inspect all submissions immediately upon receipt for obvious mechanical errors pertaining to the description of the stamp. Mechanical errors include, but are not limited to such errors as misidentifying a stamp's catalogue number, color, and/or denomination. Customer agrees to indemnify and hold harmless PSE and its affiliates for all losses and/or claims (including attorney's fees) caused by the circulation or sale of a mismarked or inappropriate item.
- PSE shall have no liability whatsoever to the customer for any damage to any item, or otherwise, resulting from the alteration, attempted alteration or misuse of a PSE holder.
- PSE 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 PSE, including during shipment to or from PSE, unless PSE selects the return carrier, whereby we are responsible for loss or damage.
- It is absolutely essential that submissions sent to PSE be packaged and shipped strictly in accordance with the requirements of the PSE Shipping Instructions as are in effect. PSE shall have no liability whatsoever for any damage to any submission shipped or delivered to PSE in a manner that does not strictly conform to our written specifications.
- Except as expressly set forth herein, PSE disclaims any and all warranties, express or implied, (including the warranty of merchantability and the warranty of fitness for a particular purpose) regarding our services.
- The courts of Orange County, California shall have exclusive jurisdiction and venue of any controversy or claim arising out of or relating to any submissions to PSE, and THE PARTIES IRREVOCABLY WAIVE THEIR RIGHTS TO A TRIAL BY JURY WITH RESPECT TO ANY SUCH CONTROVERSY OR CLAIM. The court shall award to the prevailing party in addition to any other relief deemed appropriate the prevailing party's attorney's fees and costs of litigation, whether or not those are otherwise available to the prevailing party by statute.
- PSE certificates accompanying stamps sent for reconsideration, conversion or encapsulation become the property of Professional Stamp Experts, and will not be returned.
- Customer allows PSE to retain and use images of the stamps submitted for any usage deemed reasonable by PSE, Inc. or its agents for the purposes of advertising, research or any other use including but not limited to usage by third parties for research or publication purposes.
- PSE will not give a grade on any stamp for which that grade would be less than 50 unless specifically requested.

SHIPPING INSTRUCTIONS

- FOR THE SAFETY OF YOUR STAMPS, PSE suggests that each stamp be submitted in its own "SAFE" Black Plastic Stock Card or similar product of the same 3x5 size. The card you choose must be sturdy enough to protect your stamp, but flexible enough to allow us to remove the stamp safely.
- PLACE THE STAMPS IN A BOX OR FLAT MAILER to prevent shifting and possible damage. Use some packing material to protect the stamps. Please be sure the stamps are kept together in some manner so they are not scattered about the package when it is opened.
- BE SURE TO ENCLOSE YOUR SUBMISSION FORM. Retain the gold colored (last) copy for your records.
- USE PACKING TAPE TO COMPLETELY SEAL the package.
- PSE RECOMMENDS THAT YOU SHIP PACKAGES TO US BY EXPRESS OR REGISTERED MAIL THROUGH THE U.S. POSTAL SERVICE. (All registered mail is insured.)
- SHIP TO: PSE • BOX 6170 • NEWPORT BEACH, CA 92658 (Federal Express delivery instructions below.)
- FEDERAL EXPRESS SHIPMENTS: PSE, 1650 Sunflower Ave, Costa Mesa, CA 92626. All submissions sent to PSE via FedEx Express Services only – no Ground Service – must be sent to the address listed above. All packages must indicate "Hold at FedEx Location."
- FEDERAL EXPRESS RETURN SHIPMENTS: We will return packages via FedEx only if you provide your own account number and insurance coverage. A \$5.00 processing fee applies to all FedEx shipments.
- PSE DOES NOT ACCEPT U.P.S. OR DHL DELIVERIES — NO EXCEPTIONS!
- ALL TERMS SUBJECT TO CHANGE WITHOUT NOTICE.

PSE SCHEDULE OF SERVICES AND FEES*

SERVICE TYPE	FEE PER STAMP	WHAT CAN BE SUBMITTED	APPROXIMATE TURNAROUND DAYS	ADDITIONAL SERVICES
MODERN	\$10 min or 5% SCV	USA - 1932 to date - Canada: 1942 to date - China & other non-USA: 1942 to date	20 Days	Remove grade from certificate \$10.00 Duplicate cert at time of submission. \$ 5.00 Duplicate cert at a later date \$20.00 Plating..... \$30.00
ECONOMY	\$20 min or 5% SCV	USA - 1922-1931, Canada - 1935-1941	20 Days	
REGULAR	\$30 min or 5% SCV Max fee: \$600	USA Scott No. 1 to date (Postage), Back of Book - Revenues, Savings Stamps, Telegraph Stamps, Official Seals, Christmas Seals Canada pre-1935, other non-USA pre-1942	20 Days	When Scott does not list a catalog value, the value used will be PSE's estimate of market value. PRIORITY HANDLING MAY BE ADDED TO ANY REGULAR SUBMISSION INVOICE FOR AN ADDITIONAL \$20 PER STAMP OR 1% VALUE. NOTE THAT PRIORITY HANDLING MUST BE ADDED TO ALL STAMPS ON A PARTICULAR INVOICE, NOT SELECTED STAMPS.
SPECIALIZED	\$40 Min or 5% of SCV	Covers, Private Perforations, Postal Stationary, Postmaster Provisionals, Proofs, Essays, Errors, Freaks & Oddities, and Footnoted Items NOT ALL SPECIALIZED ITEMS CAN BE GRADED	30 Days	
CONVERSION	\$15 min or 1% SCV	Original certificate and stamp must accompany	7 Days	
RECONS	\$30 (No Charge if changed)	Only available to the original submitter and the certificate must be less than 45 days old. Original certificate and stamp must accompany	20 Days	
PRIORITY	\$20 or 1% market value additional per stamp	Regular, Economy and Modern service Required for all stamps with a retail or insured value over \$15,000 including conversions	14 Days	In the event the final opinion indicates an item to have a lesser value than as submitted, PSE's fees will be reduced to the greater of either the fee pertaining to what the final opinion would indicate for that service (\$30.00 minimum) or PSE's processing cost (up to \$100). Should the final opinion indicate an item to have a fee greater than that shown at submission, then the greater fee shall prevail. PSE reserves the right to correct the submission form to reflect current fees and appropriate shipping and handling fees. YOU, THE CUSTOMER, ACCEPTS FULL RESPONSIBILITY FOR COMPLETELY AND ACCURATELY FILLING OUT THE SUBMISSION FORM(S).

SHIPPING & HANDLING FEE CHART*

INSURED FOR:	INSURANCE	POSTAGE	HANDLING FEE	TOTAL
\$0.00 to \$100	Included	\$19.99	\$5.00	\$24.99
\$100.01 to \$500	\$2.60	\$19.99	\$5.00	\$27.59
\$500.01 to \$1000	\$4.25	\$19.99	\$5.00	\$29.24
\$1000.01 to \$1500	\$5.90	\$19.99	\$5.00	\$30.89
\$1500.01 to \$2000	\$7.55	\$19.99	\$5.00	\$32.54
\$2000.01 to \$3000	\$10.85	\$19.99	\$5.00	\$35.84
\$3000.01 to \$4000	\$14.15	\$19.99	\$5.00	\$39.14
\$4000.01 to \$5000	\$17.45	\$19.99	\$5.00	\$42.44

*Service fees, shipping and handling fees and turnaround times are subject to change. Please see www.gradingmatters.com for the latest information.

In response to customer feedback, PSE ships orders via U.S.P.S. Express Mail. This means that you will receive your order in a more timely manner and your order is easier to track. (If you have your own FedEx account, we will be happy to ship your order back to you via FedEx. See #8, under "Shipping Instructions" above.)

See website for the list of countries that PSE will grade.

www.gradingmatters.com