



# PSE SUBMISSION FORM

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Customer Service (702) 776-6522

NEW CUSTOMER  NEW INFORMATION

## SHIPPING ADDRESS

NAME: \_\_\_\_\_ CUSTOMER #: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_ APT #: \_\_\_\_\_  
 CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
 PHONE: \_\_\_\_\_  
 E-MAIL: \_\_\_\_\_

## METHOD OF PAYMENT

CHECK:  CASH:  VISA:  M/C:  AMEX:  DISCOVER:

CHECK OR CC NUMBER: \_\_\_\_\_ if billing address differs from shipping, please include info

EXP DATE: \_\_\_\_\_ CVV: \_\_\_\_\_

CARDHOLDER SIGNATURE: \_\_\_\_\_

## RETURN CARRIER

USPS fees based on current rates and includes \$5.00 handling  
See chart on reverse for rates and insurance.

(Choose Only One) CERTIFIED:  PRIORITY:  EXPRESS:  PICKUP:

FEDEX:  (PROVIDE ACCT #): \_\_\_\_\_

FDX:PRIORITY:  STANDARD:  2-DAY:  SAVER:

SHOW DELIVERY:  SHOW NAME: \_\_\_\_\_

INSURED AMOUNT: \$ (max \$5000 per package-privately insured need not fill)

NOTE: Priority and Express are Signature Required. NO insurance on Certified or Fedex.

PLEASE CONTACT US FOR INTERNATIONAL SHIPPING RATES.

## SERVICE REQUEST one Era per form

Service era	UNGRADED CERT	GRADED CERT*	PRIOR-ITY	*Additional Services*
MODERN	<input type="checkbox"/>	<input type="checkbox"/>	NA	<input type="checkbox"/>
MID-CENTURY	<input type="checkbox"/>	<input type="checkbox"/>	NA	<input type="checkbox"/>
VINTAGE	<input type="checkbox"/>	<input type="checkbox"/>	<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"/>	NA	<input type="checkbox"/>

\*See reverse for list of applicable additional services. including plating, duplicates and limited encapsulation services. Encapsulation is being discontinued and is a first come first serve if the size is available. Please contact for more information.

## OFFICE USE

ORDER #
SERVICE TYPE
ITEM
DATE RECEIVED
VERIFIED

## FEE ESTIMATION

Schedule of Services & Fees (see reverse for fee schedule)

Program, Discounts or Credits ..... \$ \_\_\_\_\_  
 Total Est cert fees (Column A) ..... \$ \_\_\_\_\_  
 Additional Fees (column B) ..... \$ \_\_\_\_\_  
 Fee estimation total ..... \$ \_\_\_\_\_  
 Shipping Fee ..... \$ \_\_\_\_\_  
 Insurance fee (if applicable) ..... \$ \_\_\_\_\_  
 Total Estimated Charges ..... \$ \_\_\_\_\_

I HAVE READ AND I AGREE WITH THE TERMS ON THE FRONT AND THE BACK OF THIS FORM: (ORDER WILL NOT BE PROCESSED WITHOUT SIGNATURE)

AUTHORIZED SIGNATURE

DATE

## LIST OF ENCLOSED ITEMS (items are singles and attached multiples, ONE item per line.)

	Office Use	Country	Scott No.	Unused		Used				Prior Cert No., Additional Services, Notes	Min. Grade	Estimated value	Cert Fee A	Add'l Fee B
				O.G. N.H. NO GUM	NGAI	USED COVER	PAIR	LINE PAIR	BLOCK					
1		USA		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		50			
2				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		50			
3		USA		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		50			
4				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		50			
5		USA		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		50			
6				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		50			
7		USA		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		50			
8				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		50			
9		USA		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		50			
10				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		50			
11		USA		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		50			
12				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		50			
13		USA		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		50			
14				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		50			
15		USA		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		50			
16				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		50			
17		USA		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		50			
18				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		50			
19		USA		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		50			
20				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		50			

TERMS & CONDITIONS SUBJECT TO CHANGE

Customer Retains Pink Copy

# PROCEDURES & TERMS

- The fees listed on the submission form are applicable notwithstanding an adverse opinion by PSE regarding the condition or identification 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 judgments 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 submitters 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 estimated value 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 the 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 stamps catalog 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 mis-marked 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 PSE is 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 Clark County, Nevada 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 it's 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. PSE will not issue a grade on any altered or counterfeit stamp and does not grade covers or items "tied on piece."

## SCHEDULE OF SERVICES & FEES

SERVICE TYPE	FEE PER STAMP	WHAT CAN BE SUBMITTED	APPROXIMATE TURNAROUND DAYS
MODERN	\$10 Min or 5% SCV*	USA&Canda: 1971 to date NON USA: N/A	20 Business Days
MID-CENTURY	\$12 Min or 5% SCV	USA&Canada: 1934 to 1970 NON USA: N/A	20 Business Days
VINTAGE	\$20 Min or 5% SCV	USA&Canada: 1922 - 1933 OTHER NON USA: 1939 To Date	30 Business Days
CLASSIC	\$30 Min or 5% SCV	USA&Canada: PRE-1921 OTHER NON USA: PRE-1939	30 Business Days
SPECIALIZED*	\$40 Min or 5% SCV	covers, private perforations, postal stationery, postmaster provisionals, proofs, essays, errors, freaks & oddities, and footnoted items	30+ Business Days

When Scott does not list a catalog value, the value used will be PSE's estimate of market value.

PRIORITY SERVICE MAY BE ADDED TO ANY CLASSIC OR VINTAGE SUBMISSION INVOICE FOR AN ADDITIONAL \$20 PER ITEM. PLEASE NOTE THAT PRIORITY SERVICE APPLIES TO ALL STAMPS ON A PARTICULAR INVOICE, NOT SELECTED STAMPS.

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 (service 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. THE CUSTOMER ACCEPTS FULL RESPONSIBILITY FOR COMPLETELY AND ACCURATELY FILLING OUT THE SUBMISSION FORM(S).

\*Service fees, shipping and handling fees and turnaround times are subject to change. Please contact us at [info@gradingmatters.com](mailto:info@gradingmatters.com) for the latest information.

PSE programs available only with specific criteria. Discount programs do not stack. Discount programs do not apply to reduce fees below the minimums. In the event a submission qualifies for more than one program, the greater discount applies. Discount programs are offered and agreed upon prior to submission and qualified participant signs a legal contract agreeing to the modifying terms and conditions of said program.

SHIP METHOD	POSTAGE	INSURANCE
CERTIFIED MAIL	\$15.00	N/A
PRIORITY MAIL	\$16.15	SEE CHART
EXPRESS MAIL	\$31.50	SEE CHART
FEDEX	ON SUBMITTERS ACCOUNT	N/A

INSURED FOR	COST
\$0 - \$500	INCLUDED FOR PRIORITY AND EXPRESS SHIPPING
\$501 - \$1000	\$7.00
\$1001 - \$2000	\$14.00
\$2001 - \$5000	\$21.00
OVER \$5000	N/A

### ADDITIONAL SERVICES:

Remove from encapsulation.....\$15.00 min or 1% SCV  
 Remove grade from certificate/replace lost certificate \$5.00  
 Priority 2 week service per item ..... \$20.00  
 Plating per item..... \$20.00

### FORM INSTRUCTIONS:

- Fill out shipping address completely, method of payment, and return carrier selection.
- Fill out service request section selecting one row for service type and check one box for graded, ungraded. For service types with priority or encapsulation availability check the appropriate box if that service is desired.
- Complete the list of enclosed items. Enter country if other than U.S., enter Scott Number (to the best of your ability), check boxes for condition and multiples, provide any notes specific to the item, enter the minimum grade requested (PSE does not provide grades below 50 unless specifically requested), fill out the estimated certification fees. One item per line, singles or attached multiples (IE blocks, strips, pairs, sheets) Detached multiples of the same scott number must have their own lines.
- Sign the form in the signature box provided. UNSIGNED FORMS WILL BE RETURNED TO THE SUBMITTER WITHOUT BEING PROCESSED AT THE SUBMITTERS EXPENSE.

## 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 3x5 product. The card you choose should be sturdy enough to protect your stamps, but flexible enough to allow safe removal.
- PLACE THE STAMPS IN A BOX OR FLAT MAILER to prevent shifting and possible damage. Use packing material to protect the stamps. Please ensure that the stamps are kept together in some manner as to prevent being scattered inside the packaging.
- BE SURE TO ENCLOSE YOUR SUBMISSION FORM. Retain the back copy for your records. If you are using a downloaded form keep a copy for your records, send the original.
- USE PACKING TAPE TO SEAL THE PACKAGE. Be sure to tape all potential openings.
- PSE RECOMMENDS THAT ALL SHIPMENTS CARRY SOME FORM OF TRACKING INFORMATION. PSE is NOT responsible for packages lost in the mail. PSE does NOT accept DHL or UPS.
- USPS and FEDEX, SHIP TO: PSE - 5965 Harrison Dr. Unit 6. Las Vegas, NV. 89120 - (For FedEx delivery please see item 7 below).
- FEDEX SHIPMENTS: All FedEx shipments must be SIGNATURE REQUIRED. FedEx Ground service is not accepted.
- FEDEX RETURN SHIPMENTS: Customers requesting return service via FedEx must provide a billable FedEx account number and insurance. A \$5.00 processing fee applies to all FedEx shipments.
- PSE ONLY ACCEPTS SHIPMENTS FROM USPS AND FEDEX. ALL OTHER FORMS OF SHIPMENT WILL BE REFUSED.
- ALL TERMS SUBJECT TO CHANGE WITHOUT NOTICE.