



# INTERNATIONAL GRADING SERVICE

IGS, P.O. Box 302, Ooltewah, TN 37363  
 TOLL FREE: 866-222-4930 • igsgrading@gmail.com • www.igsgrading.com

## IGS SUBMISSION FORM

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

Address: \_\_\_\_\_

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

Tel: ( ) \_\_\_\_\_ Email: \_\_\_\_\_

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										

### Professionally Grading Your Collectibles with International Grading Service is as... Easy As 1... 2... 3...

**STEP 1**  
**Fill Out this Submission Form:**  
 Fill Out this "Easy to Use" Submission Form with your Contact Information, List of Product you want Graded, and Calculate Costs for services. Make sure you keep a copy for yourself once you fill out all the information correctly. If you need addition submission forms go to igsgrading.com, call us and we will mail them to you, or copy this blank form before filling it out. Attaching a piece of note book paper to this submission form works great for sending in more items than the submission form will hold.

**STEP 2**  
**Pack and Mail IGS the Items you Want Graded:**  
 Safely Pack the Collectibles you want Professionally Graded by IGS, with the Submission Form(s) and your Payment for Fees. Mail it all to IGS Grading, Pox 302, Ooltewah, TN 37363. We suggest that cards be Mailed in a Semi-rigid Card Holder or a Top Loader Taped at the Top. For Coins we Suggest placing them in a 2" x2" coin flip. We Strongly Suggest you pay for the Carriers Insurance on the Value you feel your Package is worth before Shipping Items to IGS. The insurance you pay us is for the return coverage after we have graded and encapsulated your Items.

**STEP 3**  
**Sit Back and Relax the Rest is up to IGS!!!**  
 After we receive your items for grading, with your submission form and payment, IGS stores your Collectibles in Our Secure Facility until our Staff of Professionally Trained Graders can Examine your Items. Our Graders assign each item a Numeric Grade from our Grading Scale(s). Your Item(s) are then Identified, Labeled and Encapsulated in our Air Tight, Environmentally Protected Sealed Holders. Your Items are Packaged and Returned to you Insured and secured.

**Cost to Grade your Item**

	1-19 Items	20-99 Items	100+ Items	1000+ Items
5 Day Service	\$7.00	\$6.00	\$5.00	Call
15 Day Service	\$5.00	\$4.50	\$4.00	Call

Add \$1.00 per items for foreign coin grading

**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
\$1,000.01 - Over	Please Call

**SHIPPING AND HANDLING RATES**

RETURN SHIPPING & HANDLING RATES

Items	Rate
1-19 Items	\$9.95
20-99 Items	\$16.95
100+ Items	\$19.95

**CALCULATING SUBMISSION COST**

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

**PAYMENT OPTIONS**

Check or Money Order Enclosed Payable to IGS

PayPal Fees to IGSgrading@gmail.com

Credit Card # \_\_\_\_\_

Card Holders Name: \_\_\_\_\_

Card Billing Address: \_\_\_\_\_

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

Card Expiration Date: \_\_\_\_\_ CSV \_\_\_\_\_

Signature: \_\_\_\_\_

**Professional Grading & Encapsulating Collectibles for Over a Decade!**  
 Grading Coins • Trading Cards • Casino Chips

## SERVICES PROVIDED BY IGS TO ITS CUSTOMERS

- IGS will Provide Fair and Accurate Grading on all Submitted Items in Accordance with IGS Standards and Procedures.
- IGS will Provide Encapsulation Services on all Submitted Items if Item(s) that are approved in Accordance with IGS Grading Standards.
- IGS Offers Fast Expedited Turn Around Service Times when Requested. Additional Costs may apply.
- IGS Offers Wholesale Dealer Volume Discount Pricing Based on Yearly Customer Volume. Please Call for Information.
- IGS Offers Wholesale Encapsulation Only Services. Please Call for More Information.

## IGS WILL GRADE THE FOLLOWING COINS:

- United States Coinage having an Owner's Declared Value of \$500 or less per Coin
- Commemorative United States Coinage having an Owner's Declared Value of \$500 or less per Coin
- United States Bullion Coinage (1986 to Present) having an Owner's Declared Value of \$500 or less per Coin
- Foreign Coinage having a Declared Owners Value of \$500 of Less per Coin (Additional Fees may Apply)

## EXCLUDED COINS IGS DOES NOT GRADE

- Tokens or Error Coins unless Previously Approved for Grading by IGS. Please Call for Details.
- Problem US and Foreign Coins: Coins that may be considered Altered, Counterfeit or Non-Authentic
- United States or Foreign Bullion Coinage Dated Before 1986
- United States or Foreign Coins with a Declared Owners Value of Over \$500 per Coin

## IGS GRADES THE FOLLOWING TRADING CARDS & GAMING CARDS

- Officially Licensed Trading Cards or Gaming Cards Sized 2 ½" x 3 ½" or Smaller
- A Wide Variety of Game Used & Memorabilia Trading Cards Sized 2 ½" x 3 ½" or Smaller
- Autographed Trading Cards Authenticated by the Card Manufacturer Sized 2 ½" x 3 ½" or Smaller

## EXCLUDED TRADING CARDS & GAMING CARDS IGS DOES NOT GRADE

- Unlicensed Trading Cards or Gaming Cards
- Trading or Gaming Cards Larger than Standard Card Size (Larger than 2 ½" x 3 ½")
- Autographed Trading or Gaming Cards Not Authenticated by the Manufacturer
- Problem Trading or Gaming Cards that appear to be Repaired, Altered, Trimmed or Counterfeited.

## IGS GUARANTEE:

IGS GUARANTEE: International Grading Service makes no warranties expressed or implied in regards to the value of any items after our grading and encapsulation process. IGS liability for errors in labeling and/or grading is limited to our Fees charged for grading only. IGS retains the right to refuse the grading of any item that may be considered repaired, altered or counterfeited. The grading of items sent to IGS is subjective and reflects the professional opinion of the grader(s) who examine such items. IGS is not responsible for oxidation or toning of coins while encased in their encapsulated holders. Oxidation and/or toning is a natural occurring process. IGS retains the right to determine the return shipping method of items sent back to their customers after grading and encapsulating process. IGS accepts responsibility of customers submitted items while in our secured grading facility(s). IGS is not responsible for any losses or damages to items in route to and from their facility(s). IGS is not responsible for any personal injuries or damages of items that may occur as a result of tampering and/or removal attempts of taking items out of our encapsulated holders. By making payment for services to IGS, customer agrees to all terms and conditions set forth by IGS.



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