



www.spencelo.com
1.888.4JSPENCE

Send all autographed cards to:
James Spence Authentication
2 Sylvan Way, Ste 102
Parsippany, NJ 07054-3809



www.beckett.com
1.972.448.9188

This form to be used for JSA/BGS autographed cards only.
Invoice Number _____

SHIP TO: (please print clearly)	SHIP VIA:	OFFICE USE ONLY
Name: _____	<input type="checkbox"/> Priority Overnight <input type="checkbox"/> 2 Day <input type="checkbox"/> Express Saver <input type="checkbox"/> Ground <input type="checkbox"/> My FedEx Account # _____ <input type="checkbox"/> International Shipping	Invoice #: _____
Address: _____		Job #: _____
Please check one <input type="checkbox"/> Residential <input type="checkbox"/> Business		Date Rec'd: _____
City: _____		Rec'd By: _____
State: _____ Zip _____		Notes: _____
Phone: _____ Alt Phone: _____		
Email: _____		
Important for customer notification		

#	Qty	Year	SET NAME (Topps, Upper Deck, etc.)	CARD#	CARD/PLAYER NAME	Encapsulate Only (No Grades)	Encapsulate + Grade Autograph	Encapsulate + Grade Autograph + Grade Card	Declared Value
1						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Use this column to determine return insurance

Total Qty		Note: Use second sheet for additional cards For items, irrespective of the declared value, which, in the opinion of JSA/BGS have a retail value in excess of \$500, please use the fee schedule found at www.spencelo.com	Total Declared Insured Value	
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CALCULATING AMOUNT DUE

1. Total # of cards for Encapsulation only service x \$20 each = \$ _____
2. Total # of cards for Encapsulation + autograph grading x \$30 each = \$ _____
3. Total # of cards for Encapsulation + auto + card grading x \$30 each = \$ _____
4. For items valued over \$500 use fee schedule found on www.spencelo.com = \$ _____
5. For items valued over \$500 to add autograph and/or card grading to the authentication/encapsulation process add \$10 per item = \$ _____
6. Return Insurance (see table) = \$ _____
7. Return Postage (see table) = \$ _____
8. TX Residents add 8.25% sales tax = \$ _____

Total (add lines 1,2,3,4,5,6,7 & 8) = \$ _____

PAYMENT OPTIONS

_____ Check/Money Order (Please DO NOT send cash)
 Please make checks payable to James Spence Authentication

____ Visa ____ MC ____ Disc

Card #: _____

Exp. Date: _____

Name: _____

Signature: _____

**All fees must be paid in advance before we can process your order. Incomplete or illegible submission forms will delay turnaround time. We reserve the right to correct your submission form to reflect our current authentication fees. All fees are applicable regardless of outcome of authentication.

Signature _____ Date _____

SUBMISSION RULES AND INSTRUCTIONS

1. At this time, JSA/BGS accepts items up to 3.5 inches by 5.25 inches. Please note that cards showing evidence of counterfeiting, tampering, or restoration will be charged the full amount according to the service option selected. Usual grading fees apply. Please refer to www.spenceloa.com or www.beckett.com/grading for updated information.
2. All submissions must be addressed to JSA. **Orders mailed to incorrect destinations are subject to additional shipping and insurance charges.** Cards should be sent in oversized semi-rigid holders (such as a Card Saver I). "Penny sleeves" should also be used in conjunction with the oversized semi-rigid holders. JSA/BGS will not be responsible for any damages incurred by the use of improper holders. For detailed instructions on how to properly package your cards for shipment, please refer to www.beckettgrading.com/subform/packaging.html.
3. All card submissions must be accompanied by a JSA/BGS-issued submission form. All other forms, including handwritten copies, are null and void.
4. In the 'SHIP TO' box, fill in your name, address, phone and E-mail.
5. Note your return shipping method of choice in the 'SHIP VIA' box. Standard shipping will be via FedEx Ground unless otherwise marked. Feel free to use your existing FedEx account # if you have one. JSA/BGS reserves the right to change carriers without notice.
6. List all cards you are submitting with quantity, year of issue, set name or company (please use standard Beckett terminology when possible), card number, card/player name, and your declared value per lot. You may use additional forms to list more cards.
7. Select 'Service' for each line on submission form. Check one level only. Pricing for encapsulation only of items valued less than \$500 is \$20 per item. For encapsulation plus autograph grading, the charge is \$30 if value is less than \$500. For encapsulation plus both an autograph grade and card grade (only licensed cards can receive a card grade), the cost is \$30 if value is less than \$500. Approximate turnaround time is 10 business days, non guaranteed.
8. To determine amount owed, use the 'Calculating Amount Due' area. Total the number of cards submitted and multiply by the price per card for the grading service you select. Figure return postage and insurance using appropriate tables. Add 8.25% Sales Tax to the cost of service and shipping if you are a Texas resident, unless the cards are for re-sale and you provide us with a valid re-sale tax ID number.
9. Payment options: credit card, money order and personal check. Choose your preferred form of payment and fill in credit card information if necessary. Your card will be charged upon receipt of your order. Don't forget the expiration date and signature. All payments must be in U.S. funds. Returned checks will be assessed a \$30.00 fee.
10. Be sure to include return insurance and ship to address on top of submission form. All cards must be sent insured - JSA/BGS will not be responsible for uninsured pack ages. Owner's declared value is used for determining insurance cost of the return shipment and the maximum amount that can be claimed for damage or loss in shipment for any card or cards. If a claim is necessary at any point, the value of each card will be based upon the actual market value not to exceed the insured value the customer assigned to the card.
11. Failure to completely and accurately fill out the submission form may result in delayed turnaround times or additional charges. If you have questions, visit our web sites at www.spenceloa.com or www.beckett.com or call 1-888-4SPENCE or 1-972-448-9188. Failure to provide appropriate payment for the requested services and related shipping costs or failure to provide complete contact information in connection with any order could result in loss of submitted cards. JSA/BGS will not be responsible for returning cards sent with insufficient payment or inadequate contact information, nor will JSA/BGS be required to contact you or retain your cards in such circumstances for a period in excess of three (3) months from its initial receipt.
12. The rights and obligations of both you and JSA/BGS shall be governed by and construed in accordance with the laws of the United States and the State of Texas, excluding its choice of law rules. By your submission of cards or memorabilia to JSA/BGS, you hereby (a) agree to all of the terms and conditions of these Submission Instructions, (b) submit yourself to the exclusive venue and jurisdiction of the United States District Court for the Northern District of Texas, Dallas Division and/or the District Courts of Dallas County, Texas, and (c) expressly waive any venue or jurisdiction to which you may otherwise be entitled by your present or future domiciles.
13. JSA/BGS shall have no liability whatsoever to the customer for any damage to any cards that JSA/BGS can reasonably demonstrate occurred while not in the custody or control of JSA/BGS. Customer must inspect all cards immediately upon receipt and report any damage or discrepancy (such as mechanical errors pertaining to the description of the card) to JSA/BGS within five (5) days of customer's receipt of the cards. Failure to properly inspect, identify and report the damage, discrepancy or error to JSA/BGS within 5 days of customer receipt of the card will make the customer/submitter financially liable for any and all losses and/or claims caused by the circulation or sale of the mis-marked or inappropriately identified card.
14. JSA/BGS will provide collectors with the finest, most thorough, consistent and accurate grading efforts available in the industry. Disputed grades on cards are limited to typographical errors on the label (i.e., the wrong set name). Customer agrees to indemnify and hold harmless JSA/BGS and its affiliates against all losses and/or claims (including attorney's fees) caused by circulation or sale of a mismarked or inappropriate item or any unauthorized use of a JSA/BGS certificate or label.
15. Fees paid to JSA/BGS are NON-REFUNDABLE once the autographed item begins the authentication process.
16. Certification and authentication involves an individual judgement that is subjective and requires the exercise of professional opinion, which can change from time to time. Therefore JSA/BGS makes no warranty or representation and shall have no liability whatsoever to the customer for the opinion rendered by JSA/BGS on any submission.

RETURN POSTAGE & INSURANCE TABLE OPTIONS

FedEx cannot deliver to a U.S. Post Office box. A street address is required.

FedEx

Shipments require signature upon delivery.

FedEx Priority Overnight: Next-business-day delivery by 10:30 a.m. to most U.S. addresses; by noon, 4:30 p.m. or 5 p.m. in remote areas; by noon or 1:30 p.m. on Saturdays.

FedEx 2-Day: Air service typically delivered by 4:30 PM (business address) or 7:00 PM (residential address) in two business days to domestic U.S. destinations.

Express Saver: Delivery to businesses by 4:30 p.m. and to residences by 7 p.m. in 3 business days typically. Available to and from all U.S. states except Alaska and Hawaii.

Ground: Generally, 1-5 business days within the contiguous U.S.; 3-7 business days to and from Alaska and Hawaii.

Priority Overnight Fees:		2-Day Fees:		Express Saver Fees:		Ground Fees:		International Orders Only	
Cards	Postage	Cards	Postage	Cards	Postage	Cards	Postage	Cards	Postage
1-20	\$36.00	1-20	\$17.00	1-20	\$15.00	1-20	\$11.00	1-20	\$24.00
21-40	\$45.00	21-40	\$24.00	21-40	\$19.00	21-40	\$12.00	21-40	\$32.00
41-60	\$55.00	41-60	\$30.00	41-60	\$24.00	41-60	\$14.00	41-60	\$41.00
61-80	\$64.00	61-80	\$35.00	61-80	\$26.00	61-80	\$16.00	61-80	\$51.00
81-100	\$68.00	81-100	\$40.00	81-100	\$32.00	81-100	\$18.00	81-100	\$60.00
100+	\$76.00	100+	\$48.00	100+	\$38.00	100+	\$22.00	100+	\$70.00

International Customers

International customers have two options. We can send the shipment to a U.S. location and the customer can arrange shipment from there. To do this, use the shipping tables above to calculate the shipping cost and include payment with the service fee. Be sure to provide a U.S. destination address on the submission form. The other option is to receive the shipment USPS Global Express. Customers are liable for the cost on any applicable customs, duties and taxes. Failure to abide by these guidelines may result in nondelivery of cards and/or penalty fees charged back to the customers. These fees can be substantial and we encourage you to investigate the costs before sending the submission. Please indicate which of these options you prefer on the shipping line (line 6) on the front of the submission form.

Insurance Fees: International Orders Only Declared Value Fee

Insurance

Insurance cost applies to all carriers and is based upon the declared value of the package.

Declared Value	Fee
\$1-\$1000	\$6.00
\$1001-\$2000	\$12.00
\$2001-\$3000	\$18.00
Add \$6.00 for each additional \$1000 in declared value (or portion thereof)	

International Orders Only
 Global Express Mail
 Insurance: \$1.25 for every \$100 worth of insurance
 All fees listed are in U.S. Funds