



# PROFESSIONAL GRADING EXPERTS SUBMISSION FORM

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Name \_\_\_\_\_ Account # \_\_\_\_\_ New customer

Return shipping address \_\_\_\_\_ Residential  Business

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

Phone \_\_\_\_\_ e-mail address \_\_\_\_\_

### GRADING SERVICES • SEE REVERSE SIDE FOR MORE INFO!

USE THE LETTER CODES TO SPECIFY SERVICE IN THE "CODE" COLUMN BELOW.  
(YOU MAY USE ONE FORM WHEN SUBMITTING BOOKS FOR MULTIPLE SERVICES)

M=Modern MX=Modern XPress S=Standard SX=Standard XPress N=Next Day R=Re-certify (See reverse side for pricing)

*PLEASE FILL IN ALL FIELDS BELOW FOR EACH BOOK BEING SUBMITTED. INCOMPLETE INFO MAY CAUSE DELAYS.*

*\*MONTH/YEAR THE BOOK WAS PUBLISHED*

*\*\*CONDITION (OPTIONAL) AND F.M.V. COLUMNS: SEE "A NOTE ABOUT DETERMINING CONDITION & F.M.V." ON REVERSE SIDE FOR IMPORTANT INFO.*

**PRE-SCREEN** 30 book minimum, see next page for more info. Please provide list of minimum grade for each book.

*MORE GRADING INFO AT [PGXCOMICS.COM](http://PGXCOMICS.COM)*

QUANTITY	PUBLISHER	TITLE	VOL.#	ISSUE	MONTH/YEAR*	CONDITION** (OPTIONAL)	F.M.V.**	CODE	FEE

**PAYMENT OPTIONS (CHECK ONE):**  Money order  Personal/ Business check: Check # \_\_\_\_\_

VISA  MC  AMEX  DISCOVER Card#: \_\_\_\_\_

Name (exactly as on card) \_\_\_\_\_ Exp. date \_\_\_\_\_ Security # \_\_\_\_\_

Billing address (  Same as above) \_\_\_\_\_

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

Signature \_\_\_\_\_

**RETURN SHIPPING & HANDLING (REQUIRED)**  
 1 book: \$7.50 • 2 books: \$11.00 • 3-5 books: \$15.00  
 6-30 books: \$15.00 plus \$1.00/book after first 5 (ie: 10 books=\$20)  
 More than 30, start new form, S&H starts again from 1 book

**RETURN INSURANCE (REQUIRED)**  
 Amount determined by Total FMV\*\*  
 \$1-\$100: \$4.00 • After first \$100, 50¢ per \$100

Note: Return shipping & insurance costs listed above are Fed Ex rates and apply only to the 50 U.S. states. If you would like to use a different carrier, or if your return address is a U.S. P.O. Box OR in a U.S. territory or foreign country, you must contact us BEFORE sending your books.

Total # of Books \_\_\_\_\_  
 Total FMV \_\_\_\_\_

SubTotal 1	
Discounts or Specials	-
SubTotal 2	
Return Shipping	+
Insurance (Based on FMV)	+
<b>TOTAL AMOUNT</b>	

# PGX SERVICES

## PRE-SCREENING FOR A SPECIFIC GRADE

With our Pre-Screening Service, you pay only for encasing comics at the minimum grade you set. For example, if you submit a comic and set your minimum grade as 9.0, we will not encase the book nor charge you the full cost of grading unless the book receives a grade of 9.0 or higher by the Pre-Screener. If the book receives a grade of lower than 9.0, you pay \$2 if the book is submitted under the Modern Age comic service, \$4 for the Standard service. A minimum of 30 books must be sent in at one time for pre-screening, and books that are for different grading services can be sent in together. However, if you do include books from different services in a single order, the cost is raised to \$3 for Modern Age, \$5 for Standard service. Books that are submitted for grading that are too large for our holders (more than 80 pgs) are only charged the pre-screen fee.

## POLYBAGS

We do not certify books fully sealed in promotional polybags because these books cannot be examined carefully, page by page. Please remove any book from its polybag prior to submission, or include written permission allowing PGX to remove the book from its polybag.

## CREATOR SIGNATURES

If there is a signature on a book we will make a note of the signature and its location. We do not guarantee the authenticity of signatures.

**Signature Edition Service** The silver Signature Edition label is given to comic books that have been signed by an artist, inker, author, etc., witnessed by a PGX employee or PGX-authorized agent. Once your book is signed in front of a PGX-authorized witness, it is immediately shipped off, confirmed, graded and then certified by PGX.

## COMBINING SERVICES

If you are ordering from different services in the same submission and want your books returned together, make sure to include all books when calculating shipping and insurance costs. If you would like your books returned separately according to the particular services you have chosen, please include separate figures for return shipping and insurance according to the number of books from each service.

## CHANGES IN SERVICES

Turnaround times and prices are subject to change without notice. You can check current turnaround times at <http://pgxcomics.com/services/selecting-a-pgx-service>.

## TIPS FOR PACKING

The grading process can be delayed significantly if books are incorrectly packed. Following these simple guidelines will help to get your books back quickly and prevent "in-transit" damage to your books that will subsequently reduce their condition and grade:

Having each book in a standard comic bag or mylar sleeve with a backing board provides excellent protection. Putting more than one comic book in the bag or sleeve is not recommended. The book should be inserted with the top of the book closest to the opening. One piece of tape is sufficient for a standard comic bag (affixed so the tape is on the back of the comic) Do not use tape to seal a Mylar sleeve.

Putting your books between two pieces of cardboard and taping the two pieces of cardboard together on each side will give your books added protection and support. For large groups of books, we recommend putting four or five books together, then a piece of cardboard, four or five more books, a piece of cardboard, etc. Tape together and surround with bubble wrap.

Fill any excess space in the shipping container with extra packaging material to keep any movement of your books during shipping to an absolute minimum. Using a large box with plenty of room for packing material will help greatly in protecting your books. Secure the box according to USPS guidelines. For USPS guidelines, please consult your local Post Office or [www.usps.com](http://www.usps.com).

Be sure to include the submission form(s) and payment with your books when shipping. If you're sending more than one submission invoice, please pack the appropriate comics and submission invoices together using a rubber band or some other method. Be sure you are comfortable with how your books are packaged before shipping. We recommend insuring your books when shipping them to PGX.

Grading Service	Cost Per Book	Return Time*
Modern (1978-Current)	\$13	20 business days
Standard (Up to 1977)	\$20	20 business days
Modern PGX-PRESS	\$18	8 business days
Standard PGX-PRESS	\$25	8 business days
Next Day	\$40	1 business day
Re-certify**	Select Service	Select Service

Signature Edition books are charged \$8.00 in addition to the posted service fee above. For more information about our Signature Edition Service, please go to <http://pgxcomics.com/services/signature-edition-service/>

All books are fully insured while they are at the PGX facility.

\*Return Time is defined from the time we receive the books to when we ship them out. We guarantee our posted return times to within 4 business days. Often books are returned sooner than posted return times. If we keep your books more than 4 business days over the posted return times, we will provide you with compensation.

\*\* (Select Service) Books that are sent in to be re-certified receive a 15% discount when returned with the original certification label. Books submitted for re-certification undergo the full PGX grading process and are not guaranteed to receive the original grade.



## A NOTE ABOUT DETERMINING CONDITION & FAIR MARKET VALUE

In the ordering columns on the front of this form, you are asked to indicate the Condition and Fair Market Value (FMV) of the books you are submitting to PGX. The Condition and FMV columns are provided solely to aid you in calculating the proper sending and return insurance costs. **These columns are not used by PGX to grade your books.** Grading determinations are made by carefully inspecting your books, not by what is written in the Condition or FMV columns.

Even though you may not be a professional grader, a good-faith guess can be made, based on obvious defects. Common sense alone can differentiate between NM and VG. For more subtle distinctions, most standard pricing guides (Overstreet, Buyer's Guide, Wizard, etc.) have a glossary of grading definitions to which you can refer. Once the condition is established, use the same pricing guide to look up the FMV for that issue's condition.

Use the FMV column to calculate the total FMV of all your books, then write in that total in the "Total FMV" box at the bottom of the form.

**Shipping Insurance** The amount of insurance PGX will purchase on your behalf for the return shipping, is based on the amount written in the FMV Total box. Use this total to insure the package you ship to PGX as well.

Insuring your shipment to PGX is optional, but highly recommended. Also: do not undervalue the FMV. In the event that the shipper must reimburse you, it is better to be safe than sorry.

If you need assistance in determining FMV, please give us a call.



## THE PGX SECURE COMIC HOLDER

We use the highest quality comic book holder available on the market. Our holder is made from the highest quality materials, offering the best in protection for your comics. The holder offers outstanding visibility, making the viewing of a certified comic book easy and enjoyable.

### THE OUTER HOLDER

The strongest holder on the market, and the clearest. With the holder being 100% clear, the PGX holder allows you to view the book without any distractions. The PGX outer holder can withstand far more than normal shipping abuse without being damaged. In testing, our holder was able to withstand drops directly on to concrete, and being thrown around with disre-

gard. To damage a book in the PGX holder took intentional effort and many times the abuse of what would occur in shipping. Additionally, the holder is engineered so any tampering will be readily noticeable.

For certification to be valid, the PGX Holder needs to be fully intact with unbroken seals and holographic security stickers.

### THE SECURE INNER HOLDER

The inner holder has no walls or abrupt edges that a book could bump up against and cause damage to the book. A book in the holder is held in stasis, with all edges of the book touching nothing at all. This is accomplished by using

a 5mm seal set the correct distance from the book to hold it in place, provide the maximum protection for the book, and allow for easy removal if desired. There are no walls or anything else to distort the viewing area.

### THE INNER LABEL

The PGX label is sealed within the inner holder guaranteeing that no one could switch one label for another. This feature assures any potential buyer of your comics that they have an authentic certification.

### THE SECURITY HOLOGRAM

A security hologram is placed on the back of the inner label to provide a very obvious and visual indicator if the holder has been opened and/or the label has been removed.