



Collectible Grading Authority, Inc.  
www.cgagrading.com

## Submission Form *for all CGA divisions*

All Submissions should be accompanied by this completed form and sent to:

**CGA, Inc.**  
**6920 Peachtree Industrial Blvd**  
**Suite E**  
**Norcross, GA. 30071**



### STEP 1 – PROVIDE YOUR CURRENT ADDRESS AND COMPLETE CONTACT INFORMATION

Billing Information				Shipping Information (only if different from Billing information)			
Name:				Name:			
Address:				Address:			
Address Line 2 (Apt., Ste. #):				Address Line 2 (Apt., Ste. #):			
City:	State:	Zip/Postal Code:	Country:	City:	State:	Zip/Postal Code:	Country:
Contact Information						Shipping Address Is:	
Telephone:		Email Address:		eBay ID (optional):		(Circle one below)	
						Home Business	

### STEP 2 – DETERMINE WHICH SERVICE TIER(S) YOU WISH TO SUBMIT YOUR ITEMS UNDER

Service tiers refer to the turnaround times\* for the grading and casing process at any CGA division. Depending on the type of item(s) submitted and the insurance/fair market value(s)\*\* associated with your item(s), you will have different service tier options. Please refer to CGA's Complete Pricing & Tier Code Schedule located on the web at [www.cgagrading.com](http://www.cgagrading.com) to determine which service tiers apply to your items, as well as the correct tier codes and applicable pricing. You will need this information to complete steps 3 through 5.

\*Processing Times are provided in days (excluding holidays) and represent the estimated time it takes for CGA to process, grade, re-check, seal in acrylic, and carefully package your items for return shipment. This estimate does not include time in transit.

\*\*If you are unsure of an item's fair market value, please refer to a price guide, eBay sales, or in some cases CGA's Minimum Declared Value web page for guidelines. Items significantly over or undervalued may be corrected at our discretion and you will be notified of any change.

### STEP 3 – DIVIDE YOUR ITEMS INTO GROUPS BASED ON ITEM TYPE AND SERVICE TIER(S)

If you are submitting multiple items under different service tiers, and you would like the items shipped back to you in multiple shipments, then please complete separate submission lists with only items you would like shipped back together on each list.

(Example: if you are submitting standard size collectible items, all under the Standard Tier, then you may include them all on one list, since they will all have the same turnaround time. However, if you are also submitting items under the Premium Tier AND would like for those items to be shipped back before the Standard Tier items, then you will need to complete a separate submission list for the Premium Tier items. If you are submitting items under multiple tiers, but would like to save money on shipping by having all of your items shipped back together, then you may include items from multiple service tiers on the same submission list. Please note, however, that all items will be subject to the slowest tier. Be sure to calculate return shipping separately for submission lists you want sent back at different times.)

CGA Internal Use Only:	
Invoice #:	
CGA Customer ID:	
Date Received:	

PLEASE KEEP A COPY OF THIS COMPLETED SUBMISSION FORM FOR YOUR RECORDS.

## STEP 4 – COMPLETE THE SUBMISSION LIST(S) ON THE FOLLOWING PAGE(S).

Please carefully review the instructions below when completing your submission list and refer to CGA's Complete Pricing & Tier Code Schedule for current pricing and additional information.

In addition to helping you determine the fees due for grading, additional services, return shipping, and insurance costs, the submission list included in this packet on page 6 is meant to provide you and CGA with a record of all items to be included in this current submission, as well as their respective insurance values which are meant to protect your investment in rare cases of shipping damage.

Current tier codes and pricing can be found on the web within CGA's Complete Pricing & Tier Code Schedule located at [www.cgagrading.com/ToyGrader/submission\\_packagedpricing.aspx](http://www.cgagrading.com/ToyGrader/submission_packagedpricing.aspx)

### I. Determine which grading division and grading scale apply to your items.

Detailed information about CGA's grading divisions and grading scales can be found on-line at [www.cgagrading.com/ToyGrader/submission\\_packagedpricing.aspx](http://www.cgagrading.com/ToyGrader/submission_packagedpricing.aspx) but a general explanation of these divisions and scales can be found below.

#### **AFA (Action Figure Authority) – for packaged, loose, and prototype action figures and related toys**

- Modern Grading Scale - recommended for sealed in package toys **produced from 2000 – present**
- Standard Grading Scale - for sealed/new in package toys and new in mailer box toys from all years
- Loose Grading Scale – for loose, complete toys from all years
- Qualified Grading Scale (*items are accompanied by documentation*) – for opened package toys with new contents, handmade prototype toys, incomplete rare and pre-production loose toys, and autographed toys

#### **CDA (Collectible Doll Authority) – for packaged collectible dolls and related toys**

- Modern Grading Scale - recommended for sealed in package toys produced from 2000 – present
- Standard Grading Scale – for sealed/new in package collectible dolls from all years

#### **DCA (Die-Cast Authority) – for packaged die-cast vehicles and related toys**

- Modern Grading Scale - recommended for sealed in package toys produced from 2000 – present
- Standard Grading Scale – for sealed/new in package die-cast collectibles from all years

#### **VGA (Video Game Authority) – for packaged and prototype video games and related items**

- Standard Grading Scale – for sealed/new in package video games, systems, and accessories from all years
- Qualified Grading Scale (*items are accompanied by documentation*) – for opened package with new contents video games, systems and certain accessories from all years

#### **For Most Packaged Items:**

To be eligible for grading under either our **Standard Grading Scale** or our **Modern Grading Scale**, items must be factory sealed if this is how they were available at retail. If items were originally available without a tape, sticker, or cellophane seal or if boxes have an internal blister seal in addition to the tape seal, we will need to verify the contents as new and unused in order to assign a grade. Factory sealed items are not typically eligible for standard grading if they are double-taped (one piece of tape cut and a second placed over the first). While double-taping can occur at the factory, it isn't possible for us to verify the double-tape as factory applied in most cases. If your toy or video game-related item is double-taped and you wish to have it graded, it is recommended that you cut the double-taped side, verify the contents as new, and submit the item under our **Qualified Grading Scale**.\*

\*Only available for submissions to **AFA** and **VGA**.

For an action figure related toy or a video game to be eligible to receive a grade under our **Qualified Grading Scale**, packaged items must contain new or unused contents. Plastic bags inside the box should not be intentionally opened and there should be no evidence of prior assembly of any part of the item. If bags are torn open significantly, or other packaging inside the box is damaged, but all parts are still new and unused, (i.e. stickers unapplied and plastic parts still on plastic trees, etc.) CGA may, at its sole discretion, assign grades to items. These defects will be noted on the accompanying documentation CGA provides with all 'qualified' items. Unused, but tape-cut items which also have internal blister seals to house figures or other items must still retain all internal blister seals to qualify for grading under any scale.

#### **For Catalog Mailers & Mail-Away Exclusives:**

Many of these items were distributed in plain white, plain brown, or line-art boxes. While some mailer boxes may have stickers or item numbers which can display or list the contents, the outer box must be opened and contents inspected for a grade to be assigned. A sealed box is not required for mailers, but sealed mailer boxes opened at CGA receive an *uncirculated* designation. To be eligible for grading under our **Standard Grading Scale** all contents must be included and in new condition. Sealed or taped bagged items should still be present in unopened bags. Dried tape is accepted at CGA's sole discretion. All original catalogs and paperwork must also be present. In certain instances, the outer packaging used for mailing the item(s), such as large plain envelopes, may not be required or included with a graded mail-away item. In the majority of instances all contents in addition to the actual mailer box are required for an item to receive a grade.

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### **For Loose Action Figures, G1 Transformers, & Star Wars Die-Cast:**

To be eligible for our **Loose Grading Scale**, items must be complete with all original accessories. For items in original factory bags, the bag must be 'heat sealed' to be labeled and graded as a 'bagged' item. AFA is no longer offering the "Uncirculated" designation. If an item is submitted in the original packaging, then it will be processed as such.

Some prototype, pre-production, and extremely rare loose items which are authentic, but missing accessories, can undergo outside authentication by CIB, and become eligible for grading under our **Qualified Grading Scale**. As with all items graded under this scale, CGA provides accompanying documentation in addition to the label sealed within an acrylic case. This documentation is meant to provide additional details, which in these particular cases would include information about the missing accessories required to complete the item, and allow for grading under our **Standard Grading Scale**.

### **For Autographed Action Figures & Video Games:**

While autographs cannot be verified as authentic in most instances, items with autographs may be graded under our **Qualified Grading Scale** without an autograph labeled or treated as a major flaw. Accompanying documentation will verify that an item is authentic and has been graded, but that the autograph cannot be verified as authentic. Under any other CGA grading scale, autographs are treated as major flaws and will have a significant impact on the grade an item receives. The only exceptions to this policy in which items may receive a grade under our **Standard Grading Scale** and be labeled as autographed, are items submitted directly by the manufacturer or event promoter licensed to offer autographed products, items which can be verified as part of a planned limited autographed release, or items in which a CGA representative has witnessed or has other direct knowledge of the autograph in question.

### **For select Pre-Production, Prototype & Hand-made Action Figures & Video Games:**

Provided items of this type can be verified as authentic via outside authentication by CIB, a grade can be assigned under our **Qualified Grading Scale**. Accompanying documentation will also be provided in order to provide details about the materials used and type of pre-production item. Items such as wax sculpts, certain types of hardcopies, and certain other fragile pre-production items may not be eligible for grading because they cannot be safely encased in acrylic for transit.

## **II. Enter detailed information for all items to be included on your submission and include the desired tier codes, along with fees associated with any optional services or upgrades. Directions can be found below and entry examples can be found on Page 5's sample SUBMISSION LIST with ITEM ENTRY EXAMPLES.**

Item information should be entered to the best of your ability. We will often alter or correct the way items are listed on each label. The primary purpose of this section is to provide an inventory for both CGA and for your own reference which lists the items included in a given submission. To ensure consideration in labeling any applicable variation, please be sure to include desired variation information for each item you believe to be a rare, chase, or less common variant.

### **Item Specific Information:**

**Year** – refers to the year of production for packaged items, or in most cases, the year stamped into the toy for loose items.

**Company** – refers to the manufacturer of each item.

**Series or System** – refers to either the toy line or video game platform associated with each item.

**Details** – refers to specific information associated with your item. For example, the card-back or specific release, whether loose or bagged, and any other relevant information you'd like to include.

**Name (& variation)** – refers to the specific name of your toy or game, and any applicable variation that you'd like us to consider including on the label\*. *\*While it is helpful to list a desired variation, we may not recognize every variation as valid by our standards.*

**Item Grading/Casing Specifics** – In some cases, you may want to include special instructions if applicable. Here are some words used to provide some of the more common types of casing specifics:

- ✓ For loose items in factory sealed bags, the word **loose** or **bagged** should be used to specify how each item should be cased and graded.
- ✓ For a limited number of modern items which have additional factory clamshell packaging in addition to standard retail packaging, such as Star Wars VOTC and certain Star Wars and GI Joe exclusives, the words **in clamshell** should only be written if you would like an item graded in the plastic clamshell, and understand that it will be billed under a more expensive custom tier level.
- ✓ For action figures and dolls which have a flap designed to open and close, the word **flap open** or **flap closed** should be used to designate how an item should be cased. Different custom tier levels may apply depending on this option which can significantly change the size of the case required. The closed flap option cannot be used for dolls such as vintage Star Wars which are designed to be displayed with the flap open. This option should only be used for items which were exclusively shipped and sold at retail with the flap closed. If no option is chosen, we will grade and case your item with the flap open, as this is by far the more displayable option.

**Fair Market Value** – refers to the estimated fair market value of your item and your maximum insurance coverage in case of damage. Certain items may be required to be declared with a minimum value as set forth on CGA's Minimum Declared Values web page.

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## Tier Level, Services, and Pricing Information:

**Tier Code & Tier Cost** - Please refer to **CGA's Complete Pricing & Tier Code Schedule** located on the web at [www.cgagrading.com](http://www.cgagrading.com) to determine which service tiers apply to your items, as well as the correct tier codes and applicable pricing.

**Optional Upgrades** – You can choose to add optional services to most grading tiers. Optional services should be noted as follows:

- ✓ **Clean** - To have your item(s) gently cleaned to remove dirt, dust, frost, and debris, and when applicable attempt to gently remove sticker residue left behind on packaging, please write \$5 (the cost for cleaning one item) in the 'Clean' column. Please be aware that we must consider the safety of your item over results. Therefore residue, dirt and debris will not always be removed. We will gently clean each item the best that we can, but **results cannot be guaranteed**. We strongly recommend cleaning all items prior to sending them in if you desire a more in-depth and extensive cleaning.
- ✓ **Report** – We offer the following two types of reports:
  - Grading Summary* - A handwritten report that includes a diagram in order to assist you in locating specific flaws.
  - Detailed Grade Report* - A formal report printed on company letterhead which provides a written description of your collectible's overall condition. In some instances, additional information may be included to further inform the reader of the nature of the collectible being described as compared with other collectibles of a similar nature. All reports are stamped with our official seal of authenticity. An item is eligible to receive a report only when it is sent to CGA for either grading or re-casing. Please write either \$20 (Grading Summary) or \$75 (Detailed Grade Report) in the 'Report' column to receive a report for any specific item.
- ✓ **UV** – To upgrade the acrylic material used to construct the display case for any graded item from standard high quality acrylic with some UV protection to UF-5 (or comparable) archival high quality acrylic with maximum UV protection, please write the cost of the UV-upgrade in the 'UV' column. Cost varies greatly based on the size and type of a given item. Current pricing can be found on **CGA's Complete Pricing & Tier Code Schedule**, and ranges from as low as \$8 to as high as \$110.
- ✓ **Photo** – Not Offered at this time.

**Total Cost** – Add the Price you've listed in the Tier Cost column for each item with the prices listed in the optional upgrade columns for each item, when applicable. If you haven't added any of the optional upgrades, simply write the Tier Cost amount again in this column.

**Quantity** – If a line item applies to only one specific item, please write '1' in the 'Quantity' column. If there are multiple examples of an identical item referenced by one submission list line, please write the total quantity of that specific item in this column.

**Total** – Multiply the total cost of services for an item by the item quantity to determine the amount to be included in the 'Total' column.

### III. Total up item quantities, insurance values, and costs; choose your preferred label style and how an item should be treated in case of refusal for grading due to tampering, restoration, or questionable authenticity.

**Calculate Total Insurance Value** by adding the Insured / Fair Market Values you've assigned to each item together and writing the sum of those values in the space provided at the bottom of the 'Fair Market Value' column.

**Total Quantity of Items** refers to the total number of individual items referenced on a particular submission list page. This number can be calculated by simply adding all numbers in the 'Quantity' column together.

**Total Grading Cost from this form** refers to the total grading and optional service costs associated with items listed on a particular submission list page only. This amount can be calculated by simply adding all entries in the 'Total (Cost x Qty)' column together.

**In Case of Refusal for Grading** – Please instruct CGA on how to handle items which are refused for grading due to tampering, restoration, or any other reason which makes the authenticity or original status questionable. Because CGA has already provided complete grading services at the point of refusal, applicable grading fees will not be refunded regardless of the option chosen. You can choose to either have a refused item cased and sealed without a grade label or to have an item returned uncased, as part of the original grading cost. You may also choose to have a sliding bottom acrylic case made for your item, instead of the standard sealed CGA case. However, an additional fee of between \$5 and \$50 will be assessed as outlined on the bottom of the submission list page.

**Choose your label style** – Please select either Classic style or Clearview style labels for your graded items. A classic style label is a smaller label placed on the inner side or bottom of the case which is not directly visible from the front. It is mainly preferred by vintage action figure collectors. A Clearview style label is a larger label placed inside the case above a graded item which is directly visible from the front. This label is often selected by modern action figures and video game collectors. If you wish to select different label styles for different items on your submission list, please write Classic or Clear View in the 'Item Grading / Casing Specifics' column specific to each item.

**Specify what CGA should do in case of double-tape or a questionable factory seal** – For boxed items submitted for grading under the **Standard Grading Scale** of AFA or VGA, an option to open the box and assign a grade under our **Qualified Grading Scale** is available. However, this option requires us to cut questionable or double-tape so that the contents can be verified as new. In addition, your submission must include a signed extended 'Terms and Conditions' section which can be found on page 10 of this submission form.

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# COLLECTIBLE GRADING AUTHORITY SUBMISSION LIST (ITEM ENTRY EXAMPLES)

Year	Company	Series (or System)	Details	Name and variation (if applicable)	Item Grading/Casing Specifics*	Fair Market Value*	Tier Code	Tier Cost	cost of optional upgrades				Total Cost	Qty	Total (CostxQty)
									Clean	Report	UV	Photo			
1979	KENNER	STAR WARS	21 BACK-B	BOBA FETT		\$2000	A-S-A	\$110	\$5	\$75		N/A	\$190	1	\$190
1984	HASBRO	GI JOE	SERIES 3	S.H.A.R.C.		\$800	A-C2-1	\$125		\$15	\$30		\$170	1	\$170
1978	KENNER	STAR WARS	BAGGED	SNAGGLETOOTH (BLUE)	BAGGED	\$200	A-LS-2	\$35	\$5				\$40	1	\$40
1977	KENNER	STAR WARS	LOOSE	JAWA – VINYL CAPE		\$400	A-GASL-2	\$95	\$5		\$15		\$115	2	\$230
1984	HASBRO	T-FORMERS	SERIES 1	MEGATRON	NOTE: TAPE CUT	\$800	A-QC2-1	\$125					\$125	1	\$125
2006	HASBRO	STAR WARS	VOTC	LUKE X-WING PILOT	IN CLAMSHELL CUSTOM SIZE	\$50	A-MC1-3	\$44					\$44	3	\$132
2007	UPPER DECK	ALL STAR VINYL	NHL PLATINUM	SIDNEY CROSBY	FLAP CLOSED	\$100	A-MC2-2	\$72					\$72	1	\$72
2008	HASBRO	GI JOE	COMIC SERIES	WRAITH – TRANS. / 1 ON PACK		\$100	A-MS-3	\$25			\$15		\$40	2	\$80
1980	ATARI	ATARI 2600	SYSTEM	ATARI 2600 WITH COMBAT		\$400	V-C4-2	\$135		\$15			\$150	1	\$150
2006	NINTENDO	NINTENDO WII	DISC GAME	ZELDA: TWILIGHT PRINCESS		\$100	V-S-3	\$29					\$29	2	\$58
1992	CAPCOM	SNES	GAME CART.	FINAL FIGHT GUY-BLACK BOX	NOTE: BOX OPEN	\$800	V-QS-1	\$58		\$15			\$73	1	\$73
1978	KENNER	STAR WARS	21-BK DIECAST	DARTH VADER TIE FIGHTER		\$200	D-S-3	\$40	\$5				\$45	1	\$45
2001	MATTEL	HOT WHEELS	1:18 DIE-CAST	HANDY HOG MOTORCYCLE		\$100	D-C1-3	\$55			\$75		\$130	1	\$130
					Total Insured Value:	\$6,050	Total Quantity of Items:					18			
*For more information about Item Grading/Casing Specifics and Fair Market Value, please refer to the submission instructions on page 3.										Total Grading Cost from this form:		\$1,495			

**If any item on this list is refused for grading due to restoration or tampering, which of these three options would you prefer? (grading fees will apply either way)**

choose one

1. I would like my item(s) to be sealed in an acrylic case without a grade label. \*NOT AVAILABLE for items refused due to signs of restoration or reseals, and reproduction.

2. I would like my item(s) returned to me un-cased. (DEFAULT)  
OR

3. I would like to have an un-sealed sliding bottom custom acrylic case made for my item(s). \*\* (option not available for coins or mailers)

\*\*additional charges will apply for option #3 as follows: standard size loose 3-4" action figures - \$5, standard size carded and boxed action figures, video games, and die-cast - \$5, custom 1 carded action figures, dolls, games- \$10, custom 2 - \$20, custom 3 - \$30, custom 4 - \$40, custom 5 - \$50.

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**Which case and label style would you prefer?**

If a selection is not made, we will choose the label style. If you want different label styles for each item - note Classic or CV next to each.

**Classic Style Label**  
(smaller label on inner side or bottom of case)

**Clear View Style Label**  
(larger label above item, visible from the front)

NOTE: All non-carded items with a depth of less than one inch must be cased Clear View style.

choose one

  


**If any boxed item submitted for grading to AFA or VGA is refused for grading due to dry, questionable, or double-tape, would you like for us to cut the tape, inspect the contents, and if item is eligible, grade the item under the Qualified Scale?**

NO

  


\*\*\*If you choose YES, you must read, sign, and include extended 'Terms & Conditions' located on page 10.



## STEP 5 – CALCULATE THE TOTAL AMOUNT DUE AND CHOOSE METHOD OF PAYMENT

Calculation of Return Shipping and Insurance within the continental United States**		Calculation of Total Amount Due		
<b>*UPS Ground Shipping*</b>	Total Insurance Value From all Submission Lists**	<b>\$</b>	<b>Grading costs owed from all Submission Lists</b> Owed from Submission List # 1 _____ <i>and If applicable:</i> from Submission List # 2 _____ from Submission List # 3 _____ from Submission List # 4 _____	
Please refer to <b>CGA's Complete Pricing &amp; Tier Code Schedule</b> located at <a href="http://www.cgagrading.com">www.cgagrading.com</a> to calculate your return shipping and insurance charges. Please write the correct amounts in the associated boxes to the right.				
Calculation of Return Shipping and Insurance for International customers and customers in Alaska, Hawaii, and Puerto Rico***			<b>Total Grading Fees Due for Submission Lists</b>	
Shipping rates will be calculated once your submission is packaged to be returned to you. CGA will bill your provided method of payment a \$7.50 per box materials and handling.  Please refer to <b>CGA's Complete Pricing &amp; Tier Code Schedule</b> located at <a href="http://www.cgagrading.com">www.cgagrading.com</a> to calculate your return insurance charge. Please write the correct insurance amount in the box to the right, but leave the shipping/handling field blank.			=	
			<b>Total Due for U.S. Return Shipping</b> (Intl. customers and those using their own account for return shipment should leave this field blank.)	+
			<b>Total Due for Return Insurance**</b> Please refer to CGA's Complete Pricing & Tier Code Schedule.	+
			<b>Optional Signature Confirmation*</b> Required if value ≥ \$500 (\$4.50 per box.)	
			+	
<b>OR</b>			<b>ADD LINES FOR TOTAL AMOUNT DUE:</b>	
			=	
<b>Bill Return Shipping to your FedEx or UPS account</b> for all customers (domestic or international) NOTE: a \$7.50 per box materials/handling fee will be charged.			<b>IMPORTANT:</b> Credit Card information or payment by check, money order, or PayPal must be included with your submission. Grading will not begin and cases will not be ordered until after payment has been received and cleared. <b>Processing times begin only after payment has been processed.</b> Please be advised that submissions paid for by personal check may be held for 10-14 days. Thus this payment method may delay Premium and Archival Tier submissions.	
Circle <b>FedEx</b> or <b>UPS</b> Account Number: _____ Name on account _____ Check One: Ground _____ Next Day _____ 2 Day _____ 3 Day _____ (Please leave the shipping and insurance fields blank in the boxes to the right)				

**\*NOTE:** Due to size, value, and delivery address shipments may require additional costs at the time of shipment due to fluctuating shipping rates.

**\*\*Attention Domestic Customers:** All Domestic submissions with non P.O. Box addresses will be returned via UPS. USPS is available for return shipment to P.O. Boxes and by special request, but will both delay your return shipment as well as be billed at a higher rate to account for additional USPS pick-up charges.

**\*\*\*NOTE:** All Domestic submissions with an insured value of \$500 or more require the Signature Confirmation option.

### Please choose a method of payment below

Payment by Credit Card - Please select type of card:			
VISA _____	MC _____	AmEx _____	Discover _____
Card# _____		Exp. Date _____	
Name on Card: _____			
Signature: _____			
I authorize CGA to charge my credit/debit card for the amount due above. If shipping, handling, and insurance charges are not included in the above total, then I authorize these to be charged at a later date.			
<b>OR</b>			
Payment by PayPal - Please enter PayPal Email address below:			
Email: _____			
<b>OR</b>			
Payment by Cashier's Check, Money Order, or Personal Check* (For Customers within the Continental United States Only)			
* A \$35.00 NSF fee will be charged for all returned checks.			
International Customers and customers in Alaska, Hawaii, and Puerto Rico must provide a credit card number or a PayPal account to which return shipping charges will be billed.			

### CGA's Standard International Return Shipping Methods.

<b>For boxes under 79" length plus girth:</b> Return shipping via USPS International Global Priority. <b>For boxes over 79" length plus girth:</b> Return shipping via UPS Expedited.*
<b>*NOTE: Canada Shipments may be sent via UPS Ground if this option is more cost effective.</b>
<b>NOTE:</b> USPS Airmail is <b>NOT</b> a trackable shipping method. USPS Express and all Federal Express shipping methods are trackable.
<b>All large boxes require return shipment via UPS due to the package size restrictions of USPS.</b>

**PLEASE KEEP A COPY OF THIS COMPLETED SUBMISSION FORM FOR YOUR RECORDS.**

## STEP 6 - PLEASE CAREFULLY READ AND SIGN OUR TERMS AND CONDITIONS BELOW

### TERMS AND CONDITIONS

1. **DEFINITIONS.**

“CGA” means Collectible Grading Authority, Inc., all grading divisions, its agents, insurers, members, affiliates, officers, owners, employees, and predecessors and successors in interest.

“Agreement” means the CGA Submission Form (including these terms and conditions), as originally executed by the Customer and as subsequently amended or modified in accordance with its terms.

“Claim” means all claims, demands, debts, rights, obligations, duties, suits, damages, actions and causes of action of every kind, nature and description whatsoever, known or unknown, latent or patent.

“Customer” includes any person who submits an Item for grading, and his or her predecessors or successors in interest, assigns, and heirs.

“Item” includes any action figure, doll, die-cast, other toy, video game, other collectible, or any other item, piece, or good eligible for Services.

“Services” means any material, good, or service provided by CGA to Customer including grading, casing, and authentication of an Item.

2. **RECURRING WORDS.** As used in this Agreement, (a) the word “or” is not exclusive, (b) the word “including” is always without limitation, (c) all monetary amounts are denominated in United States dollars, (d) neuter words should be construed to include correlative feminine and masculine words, (e) words in the singular number include words in the plural number and vice versa. Paragraph titles and captions contained in this Agreement are inserted only for convenience and reference and in no way define, limit, extend, or describe the scope of this Agreement or the intent of any provision hereof.

3. **AUTHENTICITY.** By submitting Items for grading to CGA, or any of its divisions, Customer attests, under penalty of perjury, that Customer has not tampered with, resealed, touched up, or otherwise restored Items. Furthermore, Customer attests, under penalty of perjury, that Customer is unaware of any restoration having been performed on submitted Items by any other person or entity. Customer acknowledges that an intentional attempt to defraud CGA, or any of its divisions, may result in Customer being held financially liable for any damages suffered by CGA as a result of Customer’s acts or omission, including, without limitation, damages to CGA’s business reputation.

4. **INTERNATIONAL PAYMENT PROCESSING.** Customers using VISA and Mastercard credit cards, which are not based in the United States, acknowledge that CGA’s credit card processor will convert all charges into the cardholder’s home currency at the point of sale using Dynamic Currency Conversion (DCC). If Customer wishes to have charges processed in US Dollars and then converted by Customer’s credit card issuing bank, then Customer must contact CGA to request processing be completed without the use of DCC prior to submission.

5. **REJECTION OF SUBMITTALS.** CGA reserves the right to reject any Item submitted for Services to CGA for any reason in its sole and exclusive judgment. CGA will not assign a grade to any Item which bears evidence of restoration, resealing, or other forms of tampering. In addition, any Item CGA determines to be of questionable authenticity will be refused for grading. In the event CGA determines that an Item has been tampered with and rejects the Item for grading, the fee paid by the Customer for the grading service shall not be refunded. CGA will not case an Item rejected for signs of restoration, reseals or reproduction under any circumstances.

6. **SHIPPING DAMAGE.** Customer must package and ship the Item to CGA pursuant to step 7 of the CGA Submission Form. CGA is not liable and Customer is solely liable for loss, damage, or destruction of an Item during shipping to or from CGA. Customer’s sole recourse in the event loss, damage, or destruction occurs during shipping an Item is insurance provided by the shipping carrier or shipping insurance agency (e.g. Federal Express, USPS, UPS, Motor Freight). Customer shall insure the Item for its full fair market value. The full fair market value of Item, as chosen by Customer, represents the maximum replacement value and insurance coverage associated with Item, including all grading, shipping, and other related fees applicable for Item, while in return transit to Customer. In the event of damage in return transit, CGA will request the return of damaged Item(s) in order to help Customer process insurance claim. Damaged items will not be returned to Customer if insurance claim is paid.

7. **INSPECTION OF ITEM.** Customer shall inspect any Item shipped by CGA to Customer immediately upon receipt. Customer shall notify CGA in writing either via e-mail or written letter to the address indicated on CGA’s website of any damage or discrepancy in the Item shipped by CGA to Customer within five (5) business days of receipt of the Item. Receipt of the Item is determined by the date indicated on the delivery confirmation or tracking provided by the shipping carrier. **FAILURE TO NOTIFY CGA IN WRITING WITHIN 5 BUSINESS DAYS RESULTS IN THE WAIVER OF ANY CLAIM CUSTOMER MAY HAVE AGAINST CGA FOR THE DAMAGE OR DISCREPANCY IN THE ITEM OR SERVICES PERFORMED.**

8. **TIME OF COMPLETION.** CGA turnaround times for Services are only suggested time frames. Actual turnaround times may be less or more than the suggested turnaround time depending on the volume of items, availability of materials, and other conditions impacting business. **ALTHOUGH CGA WILL USE REASONABLE EFFORTS TO COMPLY WITH SUGGESTED TURNAROUND TIMES, CGA IS NOT LIABLE FOR ANY CLAIM ARISING OUT OF OR RELATING TO THE FAILURE OF CGA TO PROVIDE SERVICES TO CUSTOMER WITHIN SUGGESTED TURNAROUND TIMES AND CUSTOMER WAIVES ALL SUCH CLAIMS AND RELEASES CGA FROM ANY SUCH CLAIM.**

9. **FORFEITURE OF ITEMS.** Customer acknowledges that all Items submitted for grading to CGA, and subsequently left unpaid for, for a period of greater than 180 days, may be forfeited to CGA at CGA’s sole discretion. **CGA WILL USE REASONABLE EFFORTS TO CONTACT CUSTOMER BY TELEPHONE, EMAIL, AND AFTER 90 DAYS BY REGISTERED MAIL TO INFORM CUSTOMER OF THE POTENTIAL FORFEITURE OF ITEMS. FURTHERMORE, THE PRICING LEVEL AT THE TIME OF PAYMENT, AND NOT AT THE TIME OF SUBMITTAL, WILL BE CALCULATED TO COVER ALL GRADING, SERVICES, AND RETURN SHIPPING FEES. IN THE EVENT CUSTOMER DECIDES TO HAVE ITEMS RETURNED UNGRADED WITHIN 180 DAYS OF RECEIPT BY CGA, CUSTOMER AGREES TO BE RESPONSIBLE FOR RETURN SHIPPING CHARGES, PACKAGING CHARGES, MATERIAL CHARGES AND IF THE ITEMS HAVE BEEN AT CGA FOR MORE THAN 90 DAYS, STORAGE CHARGES.**

10. **INDEMNIFICATION, RELEASE & LIMITATION OF DAMAGES.** **CUSTOMER AGREES TO INDEMNIFY AND SAVE AND HOLD HARMLESS CGA FROM AND AGAINST ALL CLAIMS AND DAMAGES, WHETHER ACTUAL OR CONSEQUENTIAL, INCLUDING ATTORNEY’S FEES, COSTS, AND EXPENSES, ARISING OUT OF OR RELATING TO THE AGREEMENT OR SERVICES REGARDLESS OF WHETHER THOSE CLAIMS OR DAMAGES ARE BASED IN LAW, EQUITY, TORT, WARRANTY, CONTRACT, OR FEDERAL OR STATE STATUTORY CLAIMS, INCLUDING CLAIMS ALLEGED TO BE THE RESULT OF THE NEGLIGENT ACTS OR OMISSIONS OF CGA, UNLESS OTHERWISE PROVIDED BY STATUTE.** While CGA agrees to handle all items with care, customer agrees that any Claim arising out of or relating to Services performed for an individual item by CGA is limited to the dollar amount of the Services performed by CGA for the Customer for that item. CGA excludes, disclaims and is not liable to the Customer for any indirect, special, exemplary, incidental or consequential damage arising out of or relating to CGA, the Services, or any Item submitted to CGA, including lost or anticipated profit, loss of business reputation, increased business expenses, and increased overhead, even if CGA is aware of the existence of or the possibility of such damages.

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11. **ARBITRATION.** All Claims, disputes and other matters in question between the parties to this Agreement, arising out of or relating to this Agreement and the Services including Claims based in law, equity, warranty, contract, tort, administrative, or state or federal rules, ordinances, laws, or statutes, shall be decided by mandatory binding arbitration (“Arbitration”) with an arbitrator mutually agreed upon by the parties, and in the event that the parties are unable to agree, then by an arbitrator selected in accordance with the Arbitration Rules of the American Arbitration Association. This Agreement to arbitrate shall be specifically enforceable under the prevailing arbitration law, and judgment upon the award rendered by the arbitrator may be entered by any court having jurisdiction thereof. The arbitrator will have the authority to determine entitlement to prevailing party attorney’s fees, costs, and expenses under this Agreement. CGA and Customer agree that all arbitration hearings, depositions, and appearances shall be held or occur in Gwinnett County, Georgia.  
  
CGA and Customer agree that all aspects of the Arbitration shall remain confidential and CGA and Customer shall not discuss, publicize or disclose any facts pertaining to the Arbitration to any person. Notwithstanding the above, CGA and Customer may disclose said information to their attorneys, accountants, or as required to prosecute or defend Claims made in the Arbitration. CGA and Customer further agree to use their best efforts to prevent any publicity or disclosure of the facts, terms, and/or surrounding circumstances of the Arbitration and to take reasonable steps to instruct those to whom disclosure is allowed under this Agreement that its terms are confidential and must not be disclosed.
12. **INTEGRATION CLAUSE.** This Agreement constitutes the sole and entire agreement between the parties. No agent or representative of CGA is authorized to make any oral representation or promise on behalf of CGA other than those contained herein. Any changes to the CGA Submission Form must be made and acknowledged by duly authorized representatives of both parties in writing. No waiver of any breach of any provision of this Agreement shall be construed to be a waiver of any breach of any other provision of this Agreement or of any succeeding breach of the same provision.
13. **USE OF PHOTOGRAPHS.** Customer agrees that CGA may take photographs, pictures, and video images of any Item submitted by Customer, including digital depictions thereof, for use on CGA’s website, advertisements, promotional material, catalogs, archives, and for any other use CGA deems necessary. Customer agrees that CGA is the sole and proprietary owner of said photographs, pictures, and video images.
14. **WAIVER OF SUBROGATION. CUSTOMER WAIVES ALL RIGHTS AGAINST CGA FOR CLAIMS TO THE EXTENT THOSE CLAIMS ARE COVERED BY INSURANCE OF ANY KIND.**
15. **NO THIRD PARTY BENEFICIARIES.** This Agreement is intended to benefit only the parties hereto. Nothing in this Agreement is intended to create rights in any third party beneficiary.
16. **ACTS OF GOD.** CGA shall not be liable for any damage, whether actual or consequential, or Claim arising out of or relating to Acts of God, accidents, civil disturbances, delays in obtaining materials, fires, weather conditions, strikes, war or other causes beyond CGA’s reasonable control.
17. **WAIVER OF JURY TRIAL. EACH PARTY AGREES THAT AS A MATERIAL PART OF THE CONSIDERATION HEREUNDER AND AS AN INDUCEMENT TO ENTER INTO THIS AGREEMENT, EACH PARTY HEREBY WAIVES THE RIGHT TO A JURY TRIAL.**
18. **WARRANTY. THERE ARE NO EXPRESS OR IMPLIED WARRANTIES WHATSOEVER INCLUDING BUT NOT LIMITED TO THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.**
19. **SEVERABILITY.** Each provision of this Agreement is severable from every other provision, and if any provision or part of a provision is unenforceable, the remainder of the Agreement will remain valid and enforceable. Each provision of the Agreement shall be construed as if both parties mutually drafted this Agreement.
20. **GOVERNING LAW AND VENUE.** This Agreement shall be exclusively governed by and construed in accordance with the laws of the State of Georgia. All duties and obligations of the parties pursuant to this Agreement are performed in Gwinnett County, Georgia. The parties hereby irrevocably consent and submit to the exclusive jurisdiction and venue of any state or federal court of Gwinnett County, Georgia over any suit, action, or proceeding arising out of or relating to this Agreement and hereby waive any objection they may now or hereafter have to the venue of such suit, action, or proceeding.
21. **ATTORNEY’S FEES.** The losing party in any legal or equitable action arising out of or relating to this Agreement including appellate, arbitration, collection and/or bankruptcy proceedings shall reimburse the prevailing party on demand for all attorney’s fees, costs, and expenses incurred by the prevailing party in connection with the action.
22. **ACKNOWLEDGEMENT.** The undersigned has read, understands, acknowledges, and agrees to each of the provisions of this Agreement. The undersigned is at least 18 years of age.

**I acknowledge that I have carefully read and agree to CGA’s complete terms and conditions as outlined above.**

Signature	Printed Name	Date

\*For legal reasons the above and below areas for signatures must be printed and signed by hand and will not be accepted with digital signatures at this time\*

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**EXTENDED TERMS AND CONDITIONS\***

*(only sign if you have submitted boxed items under an AFA or VGA Standard or Modern Grading Scale, and wish to have items opened and graded under a Qualified Grading Scale in the event items are refused for sealed grading due to dry, questionable, or double-tape.*

**RELEASE OF LIABILITY.** Customer acknowledges that in the event that CGA determines an Item’s original factory seal to be double-taped, with the bottom tape layer cut, or questionable in authenticity for any other reason, Customer automatically instructs CGA to cut the Item’s tape seal, inspect the Item’s contents, and if the Item’s contents can be verified as new, CGA will change the scale used for grading from the originally specified scale to the Qualified Grading Scale. Customer acknowledges that the contents may not be unused, and understands that if this is the case, the item will be returned un-graded, and will be cased only if Customer has specified that option on the submission list section of this submission form. CGA will make a reasonable effort to open every Item with care, but Customer agrees not to hold CGA liable for any damage caused by opening Items, nor will Customer hold CGA liable for the potential discovery that an Item contains used contents or contents which otherwise deem an Item ineligible for grading under the Qualified Grading Scale as determined by CGA.

**I acknowledge that I have carefully read and agree to CGA’s extended terms and conditions as outlined above.**

Signature	Printed Name	Date

**STEP 7 – PROVIDE ANY SPECIAL INSTRUCTIONS REGARDING YOUR SUBMISSION\***

**\*NOTE: This step is not required for the majority of submissions.**

<p>Please include any special instructions in the space provided below. These instructions may include specific casing instructions, specific grading or labeling instructions, specific billing or shipping instructions, or anything else you’d like CGA to take into account when processing, grading, casing, or shipping your submission back to you.</p>
<p><b>Special Instructions:</b></p>

**STEP 8 – PACKAGE YOUR ITEMS FOR SHIPMENT TO CGA**

**Recommended method for packaging your items for submission to CGA**

- Carefully wrap each item in 1-2 layers of bubble wrap, or use protective cases designed specifically for your item(s) when available. For items with box flaps, a piece of cardboard or similar hard material should be placed behind the item box to support the flap before wrapping the item in bubble wrap.
- Place bubble-wrapped item(s) in a large enough box to allow for 3” of padding on every side of the item. Fill in all additional space with sufficient packaging material (packaging peanuts, etc.) to keep the item(s) stationary. Do not overfill the box with packaging material - this can damage the item by causing a plastic window to collapse, etc. **NOTE: For all high value items, CGA recommends double-boxing (placing a box containing the item in a larger outer shipping box).**
- Enclose your completed submission form and payment / payment information when applicable.
- Secure your box with packaging tape and send it fully insured to CGA's address located on the first page of this submission form.

**Disclaimer:** While CGA believes the recommended packaging methods summarized above to be sufficient in most cases, damage can still occur in transit. No packaging method or shipping service is perfect and CGA is not liable for any damage which may occur. Since CGA is not familiar with the condition of any items prior to their receipt, a customer will only be notified and inbound packaging materials kept for an insurance claim, if there is clear and evident damage to the outside shipping box, which will be determined at CGA's sole discretion.

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