



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/serviceguide 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 business days (Monday-Friday, 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 COLLECTIBLE GRADING AUTHORITY SUBMISSION LIST (FORM # _____)

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				
						Total Insured Value: \$								Total Quantity of Items:		
*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:					

choose one

If any item on this list is refused for grading due to restoration or tampering, which of these three options would you prefer?

1. I would like my item(s) to be sealed in an acrylic case without a grade label. (default)

2. I would like my item(s) returned to me un-cased. (grading fees will apply either way)

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 - \$3, standard size carded and boxed action figures, video games, and die-cast - \$5, standard oversize carded action figures, dolls, and custom 1 - \$10, custom 2 - \$20, custom 3 - \$30, custom 4 - \$40, custom 5 - \$50.**

choose one

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.

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

*****YES**

*****If you choose YES, you must read, sign, and include extended 'Terms & Conditions' located on page 10. An additional charge of \$25 per item will also be assessed.**

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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	
UPS Ground Shipping	Total Insurance Value From all Submission Lists** \$	Grading costs owed from all Submission Lists Owed from Submission List # 1 _____ <i>and If applicable:</i> from Submission List # 2 _____ from Submission List # 3 _____ from Submission List # 4 _____ less Quantity Discounts (10 items or more) _____	
Please refer to CGA's Complete Pricing & Tier Code Schedule located at www.cgagrading.com 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***		Total Grading Fees Due for Submission Lists	=
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 CGA's Complete Pricing & Tier Code Schedule located at www.cgagrading.com 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.		Total Due for U.S. Return Shipping (Intl. customers and those using their own account for return shipment should leave this field blank.)	+
		Total Due for Return Insurance** Please refer to CGA's Complete Pricing & Tier Code Schedule.	+
		Optional Signature Confirmation* Required if value ≥ \$500 (\$3.75 per box.)	+
OR		ADD LINES FOR TOTAL AMOUNT DUE:	=
Bill Return Shipping to your FedEx or UPS account for all customers (domestic or international) NOTE: a \$7.50 per box materials/handling fee will be charged.		IMPORTANT: 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. Processing times begin only after payment has been processed. 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 FedEx or UPS 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)			

***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.

*****NOTE:** California shipments may require additional costs at the time of shipment due to fluctuating shipping rates.

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.			

OR

Payment by PayPal - Please enter PayPal Email address below:
Email: _____

OR

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.

For boxes under 79" length plus girth: Return shipping via USPS International Global Priority.
For boxes over 79" length plus girth: Return shipping via UPS Expedited.*

***NOTE: Canada Shipments may be sent via UPS Ground if this option is more cost effective.**

NOTE: USPS Airmail is **NOT** a trackable shipping method. USPS Express and all Federal Express shipping methods are trackable.

All large boxes require return shipment via UPS due to the package size restrictions of USPS.

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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 or 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 case an Item rejected for tampering if Customer indicated the desire to have the Item cased on Customer’s submission form.

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

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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. An additional charge of \$25 per item will be assessed)

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, also assessing an additional charge of \$25 per Item for which the Customer is liable. 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>Special Instructions:</p>

STEP 8 – PACKAGE YOUR ITEMS FOR SHIPMENT TO CGA

Recommended method for packaging your items for submission to CGA

1. 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.
2. 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).
3. Enclose your completed submission form and payment / payment information when applicable.
4. 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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