

SUBMISSION INSTRUCTIONS

1. Print your name, customer number, return shipping address, email address and phone number in the space provided. For changes to the return shipping address, please contact Customer Service at (800) 325-1121 before the order completes the authentication/grading process.
 2. **Package Information (Required)** – Be sure to fill out this section completely.
 3. List the description of each glove. For multiple gloves of the same primary athlete, you may list the total quantity and write on one line.
 4. **Label Placement Option** – Check “On Item” box if you want the certification label placed on the item. The label will be placed on the LOA of items with unchecked boxes. The pressure-sensitive alphanumeric label will destruct upon removal. PSA reserves the right to place the label on the LOA at our discretion.
 5. Based on the declared value of the glove, list appropriate authentication price.
 6. **Declared Value** – Enter declared value amount for each line. On lines listing a quantity greater than one, enter the declared value for all items in the “Declared Value” column. The Declared Value is your estimate of the value of the item after it has been authenticated/graded by PSA. We understand you will not know the true value of the item until it has been graded, so we ask that you form a realistic, educated estimate based on your own research, keeping in mind that the Declared Value acts as a maximum value in the event of a claim related to the item while at PSA, for shipping insurance purposes, and to determine the appropriate Service Level and price. For more information regarding Declared Value, refer to the FAQ on PSA’s website at www.PSAcard.com/resources/faq#104.
 7. **Replacement Letter** – Replacements for missing Letters of Authenticity are available for \$50 each. List certification number in the space provided.
 8. Calculate the **Subtotal**.
 9. **Return Shipping** – All packages are returned via Federal Express (FedEx) or United Parcel Service (UPS). Unless you have your own FedEx/UPS account number and insurance coverage, PSA will use your credit card for the FedEx/UPS shipping cost. If you are using your own FedEx account and insurance, provide your account number and shipping preferences. For international shipments, the customer is liable for any duties and taxes assessed on the shipment to and from PSA/DNA.
- Return Shipping Insurance** (Required if you do not have your own account with FedEx/UPS and insurance). Insurance is \$.50 per \$100. If you do not have an account with FedEx/UPS and your glove is worth more than \$100, you must calculate fee for shipping insurance.
10. **Total Charges** and mark **Method of Payment**. Include check, money order or credit card info. **You must include payment or your order will not be processed. Remit payment in USD.**
 11. **Read the terms and conditions below.** Sign and date the front of the form. Keep a copy for your records. Your order will not be processed unless the submission form is signed.
 12. **Package items and submission form carefully.**
 13. **Packages to PSA/DNA:** All carriers are accepted. **YOU ARE RESPONSIBLE FOR INSURING ALL PACKAGES TO US.** Mail to PSA/DNA, 3 South Granville Ave, Suite #103, Margate, NJ 08402
 14. **Packages from PSA/DNA (Return Carrier):**
 - a. All packages are returned via FedEx or UPS.
 - b. Do not send postage stamps, shipping materials or pre-paid postage labels for the return of your package.
 15. **TURNAROUND TIMES:** The turnaround times listed on the PSA submission form are estimates and only include Business Days. While our staff works extremely hard to process submissions within the time frame listed, the turnaround times are not guaranteed.
 16. **AUTOGRAPHED GLOVES:** Autograph and Professional Model Glove Authentication are separate services. In order to have the autograph authenticated, you must complete a separate PSA autograph submission form. Both submission forms must accompany the item. Separate authentication charges apply. Pricing available online at PSAcard.com.
 17. **All terms and conditions are subject to change.** For a complete description of all PSA services and to view a list of the items PSA authenticates and grades, please visit PSAcard.com.

PSA TERMS & CONDITIONS

PSA is a division of Collectors Universe, Inc., a Delaware corporation. PSA/DNA Authentication Service is a service of PSA. By signing the front side of this form, Customer acknowledges that they have read the PSA Grading Terms and Conditions (the "Agreement") set forth below and agrees to abide by this Agreement, and further agrees that PSA is entitled to rely upon and benefit from this Agreement.

- PSA will endeavor to certify submissions within a reasonable time frame. However, PSA will have no liability whatsoever to the customer for damages (including incidental or consequential damages) allegedly due to PSA's failure to certify any submission within any time frame.
 - PSA will not certify items that are damaged beyond recognition.
 - Amount paid to PSA is NON-REFUNDABLE once the item begins the authentication process.
 - Certification and authentication involves an individual judgment that is subjective and requires the exercise of professional opinion, which can change from time to time. Therefore, PSA makes no warranty or representation and shall have no liability whatsoever to the customer for the opinion rendered by PSA to any submission.
 - PSA will exercise reasonable care in handling submissions for authentication. However, if PSA determines the Customer's submission was lost or damaged while in PSA's possession, Customer will be compensated based upon the fair market value of the submission as determined by PSA standard procedures which may include filing a claim with our insurance carrier. The declared value you stated on this form is for estimating the insurance coverage only, and the fair market value of the submission may be less than your declared value. **IN NO EVENT SHALL THE TOTAL LIABILITY EXCEED THE DECLARED VALUE OF THE ITEM.** PSA reserves the right to decline your Declared Value and to require you to pay for the accurate Service Level as a condition of completing the authentication and grading process. For more information regarding Declared Value, refer to the FAQ on PSA's website at www.PSAcard.com/resources/faq#104. If Customer's submission is not in conformity with this Agreement or PSA's submission guidelines, PSA reserves the right to process the submission and correct any non-conformity without notice to Customer. (See <https://www.psacard.com/submissions/> for additional information).
 - Customer must inspect all submitted items immediately upon receipt from PSA and report any damage or discrepancy to PSA within five (5) days of receipt. Customer must also inspect all submissions immediately upon receipt for mechanical errors pertaining to the description of the submission. Mechanical errors include, but are not limited to, such errors as incorrect date or designation. Customer agrees to return any incorrectly described item to PSA upon request at any time and agrees to indemnify and hold harmless PSA and its affiliates against all losses and/or claims (including attorney's fees) caused by the circulation or sale of a mismarked or inappropriate item or any unauthorized use of a PSA/DNA certificate or label.
 - PSA shall have no liability whatsoever to the customer for any loss or damage of any submitted item occurring while the item is not in the custody or control of PSA.
 - Occasionally, our experts cannot express an opinion on an item. Such items will be designated as "Inconclusive" and a refund will be issued in the full amount of the authentication price.
 - It is absolutely essential that submissions sent to PSA/DNA be packaged and shipped in strict accordance with the requirements. PSA shall have no liability whatsoever for any damage to any submission shipped or delivered to PSA in a manner that does not strictly conform to our written specifications, such as during transit to and from PSA/DNA.
 - Except as expressly specified set forth herein, PSA disclaims any and all warranties, express or implied, (including the warranty of merchantability and the warranty of fitness for a particular purpose) regarding our service.
 - Notwithstanding anything to the contrary contained herein, **THE MAXIMUM AGGREGATE LIABILITY THAT PSA SHALL HAVE TO CUSTOMER, OR ANY THIRD PARTY FOR WHOM THE CUSTOMER MAY BE ACTING, ARISING FROM ANY CAUSE, ACT, OMISSION OR OTHER CIRCUMSTANCE, SHALL IN NO EVENT EXCEED AUTHENTICATION/ GRADING CHARGES PAID BY CUSTOMER FOR THE AUTHENTICATION SERVICES RENDERED BY PSA WITH**
- RESPECT TO THE ITEMS SUBMITTED FOR AUTHENTICATION HEREUNDER. IN NO EVENT SHALL PSA OR ANY OF ITS AFFILIATES, OR ANY OF ITS OR THEIR RESPECTIVE EMPLOYEES, OFFICERS, DIRECTORS OR AGENTS, BE LIABLE TO CUSTOMER OR ANY OTHER PARTY FOR ANY INDIRECT, INCIDENTAL, SPECIAL, CONSEQUENTIAL OR EXEMPLARY DAMAGES, EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.
- In the ordinary course of its operations, PSA (i) compiles data regarding each item submitted for authentication, including, but not limited to, data relating to the identity, production, condition and grade of the item (the "Data"); and (ii) may take, or have taken, one or more digital or other types of photographs, images or reproductions of each such item (collectively, the "Images"). In consideration for the authentication services being provided by PSA, Customer, on behalf of itself and any third party for whom Customer may be acting, hereby authorizes PSA (i) to compile and maintain such Data with respect to each item submitted hereunder for authentication; and (ii) to take, or cause to be taken, one or more Images of each such item, and further agrees that PSA will be the owner of such Data and all such Images and that PSA may use and exploit such Data and the Images for commercial and any other purposes, as PSA in its sole discretion deems appropriate, including, but not limited to, the publication and republication or reproduction in or on any media, of such Data and Images. Without limiting the generality of the foregoing, Customer, on behalf of itself and any third party for whom Customer may be acting with respect to this agreement, unconditionally and irrevocably transfers, conveys and assigns to PSA any and all current and any hereafter acquired rights, title and interests (including, without limitation, rights in copyright, patent, trade secret and trademark) that Customer or any such third party may have in or to the Data and the Images (on whatever media or in whatever form such Images may be reproduced or published).
 - Payment for all PSA services is due upon submission except as otherwise expressly agreed by PSA in writing. Customer agrees that PSA may charge Customer interest at the highest rate permitted by law on any unpaid balance, and that PSA shall have a security interest on any property of Customer's in the possession of PSA or any affiliate thereof to secure Customer's payment obligation hereunder.
 - It is our firm policy for customers not to contact our office for results. Please await your return shipment which will include our written results regardless of outcome—ABSOLUTELY no authentication results will be given over the phone, fax or by email.
 - If any items are being submitted for a third party, Customer represents and warrants that such third party has agreed and accepted this Agreement and has signed a duplicate copy hereof where indicated. Customer agrees to provide that third party-signed copy to PSA at any time upon its request.
 - This Agreement is delivered and accepted in the State of California and it is the intention of the parties that it be governed by and construed in accordance with the substantive laws of that State, without regard to conflicts of laws principles. The parties hereby consent to personal jurisdiction of the courts of the State of California with respect to any legal action to enforce the terms and conditions of this Agreement or otherwise arising under or with respect to this Agreement, and agree that the Superior Court of California, County of Orange, or, if applicable, federal District Court sitting in the County of Orange, State of California, shall be the sole venue, and the State of California shall be the sole forum, for the bringing of such action. Each of Customer and PSA agrees that the prevailing party shall be entitled to an award of its reasonable attorney's fees, costs and expenses.
 - The terms and provisions in this Agreement and the Customer Agreement, if applicable, constitute the entire agreement of PSA and Customer (and any third party for whom Customer may be acting) regarding, and supersede all prior agreements and understandings (written or oral) between or among such parties relating to, the subject matter hereof. If it is determined that there are any inconsistencies between this Agreement and the Customer Agreement, then this Agreement shall control. If any term or provision of this Agreement is determined, by a final and non-appealable ruling or order of a court of competent jurisdiction, to be invalid or unenforceable under applicable law, such invalidity or unenforceability shall not affect the validity or enforceability of any of the other of the terms or provisions of this agreement. Each party shall execute and deliver such additional documents and instruments as any other party may request to better evidence or effectuate the agreements contained herein and further agree that PSA is entitled to rely upon and benefit from those terms and procedures.