

SUBMISSION RULES AND INSTRUCTIONS

1. Fill in your name, address, phone number and email in the space provided. Please note, we are unable to ship to P.O. Boxes.
2. List a description for each item with authentication fee, found at Beckett-Authentication.com. For lines listing a quantity greater than one, enter the total declared value for all items in the "Declared Value" column.
 - a. **Label Placement Option** - This is only available for items with authentication fees \$50 and over, or those with a Letter Upgrade. The label will be placed on the LOA of items with unchecked boxes, we reserve the right to place the label on the LOA at our discretion. Items \$49 and less without a Letter Upgrade will have the label placed on the item.
3. **Calculate Subtotals of Fees.**
 - a. **Letter Upgrade** - Items with authentication fees under \$50 are issued small 3x3 certificates, upgrades to full letters are available for an additional fee of \$10.
 - b. **Autograph Grade** - Once the autograph is deemed authentic, it can then be graded based on the condition of the autograph using a scale of 1-10. Please note, the grade reflects the condition of the autograph only.

Autograph Grading Fees	
If Authentication Fee =	Grading Fee =
Under \$50	\$10
\$50 - \$100	\$25
\$101 or higher	\$50

- c. **Insurance** - Insurance costs applies to all carriers and is based upon the declared value of the package.

Insurance Fees:		
Declared Value:	Fee	International Orders Only
\$1-\$1000	\$10	Global Express Mail Insurance: \$1.25 for every \$100 worth of insurance. All fees are listed in U.S. funds.
\$1001-\$2000	\$20	
\$2001-\$3000	\$30	
Add \$10 for each additional \$1000 in declared value (or portion thereof)		

- d. **Shipping**- Based on your shipping method choice, calculate the return shipping fee. You are responsible for return shipping on each order unless you have your own account with FedEx/UPS. If no shipping choice is elected, your order will be returned FedEx Ground signature required. For international shipments, the customer is liable for any duties and taxes assessed on the shipment to and from Beckett Authentication Services.

Next Day Service:		2-Day Service:		Express Saver Service:		Ground Service:		International Orders On Global Express Mail	
Items	Postage	Items	Postage	Items	Postage	Items	Postage	Items	Postage
1-10	\$50.00	1-10	\$35.00	1-10	\$25.00	1-10	\$20.00	1-10	\$50.00
11-20	\$60.00	11-20	\$40.00	11-20	\$30.00	11-20	\$22.00	11-20	\$60.00
21-50	\$75.00	21-50	\$50.00	21-50	\$40.00	21-50	\$25.00	21-50	\$85.00
51-75	\$90.00	51-75	\$60.00	51-75	\$50.00	51-75	\$28.00	51-75	\$102.00
76-100	\$100.00	76-100	\$70.00	76-100	\$55.00	76-100	\$32.00	76-100	\$135.00
Per 100	\$125.00	Per 100	\$80.00	Per 100	\$60.00	Per 100	\$42.00	Per 100	\$170.00

4. **Total Charges** and mark **Method of Payment**. All fees must be paid in advance before we can process your order. Your order will be charged upon receipt, returned checks will be assessed a \$30 fee.
5. Check your submission form for accuracy and **Sign the Form** agreeing to the terms and conditions. Keep a copy for your records.
6. Place each item in a semi-rigid holder such as a "Card Saver 1". Do not use screwdown or hard acrylic holders. Beckett Authentication Services will not be responsible for any damages incurred by the use of improper holders.
7. Items must be accompanied by a Beckett Authentication Services submission form. Failure to completely and accurately fill out the proper submission form may result in delayed turnaround times or additional charges.
8. **Ship Your Items** to: Beckett Authentication Services, 4635 McEwen Road, Dallas, TX 75244. All items must be sent insured with a tracking number, we will not be responsible for uninsured packages.

Terms and Conditions:

1. All terms and conditions are subject to change.
2. All fees paid to Beckett Authentication Services are NON-REFUNDABLE once the item begins the authentication process.
3. Certification and authentication involves an individual judgement that is subjective and requires the exercise of professional opinion, which can change from time to time. Therefore, Beckett Authentication Services makes no warranty or representation and shall have no liability whatsoever to the customer for the opinion rendered on any submission.
4. Beckett Authentication Services shall have no liability whatsoever to the customer for any damage to any items that Beckett can reasonably demonstrate occurred while not in the custody or control of Beckett. However, if Beckett determines the customer's submission was lost or damaged while in Beckett's possession, customer will be compensated based upon the fair market value of the submission as determined by Beckett's standard procedures which may include filing a claim with our insurance carrier. The owner's declared value is used for determining insurance cost of the return shipment and the maximum amount that can be claimed for damage or loss in shipment for any items. **IN NO EVENT SHALL THE TOTAL LIABILITY EXCEED THE DECLARED VALUE OF THE ITEM.**
5. Beckett Authentication Services will provide collectors with the finest, most thorough, consistent and accurate authentication efforts available in the industry. Occasionally an item may have a typographical error on the label or certificate/letter of authenticity. Customer agrees to return any incorrectly described item to Beckett upon request at any time, and agrees to indemnify and hold harmless Beckett 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 Beckett certificate or label.
6. Beckett will not be responsible for returning items sent with insufficient payment or inadequate contact information, nor will Beckett be required to contact you or retain your items in such circumstances for a period in excess of three (3) months from its initial receipt.
7. The rights and obligations of both you and Beckett shall be governed by and construed in accordance with the laws of the United States and the State of Texas, excluding its choice of law rules. By your submission of items or memorabilia to Beckett, you hereby (a) agree to all of the terms and conditions of these Submission Instructions, (b) submit yourself to the exclusive venue and jurisdiction of the United States District Court for the Northern District of Texas, Dallas Division and/or the District Courts of Dallas County, Texas, and (c) expressly waive any venue or jurisdiction to which you may otherwise be entitled by your present or future domiciles.