



Collectible Protection Services Submission Form

Instructions:

1. Please complete this form clearly and accurately.
2. Print and sign it.
3. Email a copy to info@cpscapsule.com, and be sure to include the original in your submission, or it WILL NOT be processed.

Name:	
Company Name:	
Address 1:	
Address 2:	
City & Province	
Postal Code	
Email	
Phone	

- Standard shipping insurance covers only \$100 of loss.
- For additional coverage, please contact us to determine the extra expense.
- For high value comics, we recommend personally dropping them off and collecting them from one of our retail partners.

Grading Service Add-ons:

- Detailed Grader Notes: +\$10
- Photos & Video of your submission (may be used by CPS and its partners on social media channels): +\$15
- Signature verification: starts at +\$25 (please contact for details)

*****OFFICE USE ONLY*****

Received By:	
Graded By:	
Additional Address Info:	
Date of Order Completion:	
Delivery Method:	Retail Partner Submission Shipped

NOTES:

Terms and Conditions

For Cards:

Collectible Protection Services is currently only grading regular sized trading cards (2.5x3.5 inches) ranging from 35pt to 180pt; any oversized cards such as booklets or cards exceeding the thickness of 180pt cannot be graded at this time and sports card submissions are not currently accepted. Cards must be sent in protective holders (i.e., top loaders, penny sleeves, one touches, etc.) when being shipped.

For Comics:

Collectible Protection Services is currently only grading regular sized comic books (US sized, silver age onwards, 64 pages or less); any oversized comic books exceeding these characteristics cannot be graded at this time. Comic books must be sent in protective holders (i.e., top loaders, bag and board, etc.) when being shipped.

Collectible Protection Services will not be held responsible for any damages incurred through the mail. Any supplies used to ship the items to Collectible Protection Services will not be returned.

Collectible Protection Services will accept slabbed cards, however, while we will ensure to take every precaution when opening the case to avoid potential damage, we will not accept any responsibility should damage occur.

No grades from other companies will be considered in our gradings. All grades are determined by our grading team and are final.

The Service Type selected (3 days, 10 days, 30 days, or 90 days) will commence the day after the item has been received at our office (not when delivered to our address or when cards are dropped off/shipped to our retail partners). Any general service delays will be posted on our website.

Service Type is calculated in BUSINESS DAYS. Monday-Friday (minus Statutory holidays) are considered business days and will be counted towards the Service Type selected.

For any orders exceeding 75 cards please email or call to verify Service Type availability. Failure to contact us prior to shipping your order will result in delays to your Service Type selected.

Collectible Protection Services will primarily use UPS, but may use a similar carrier at its discretion. Large orders exceeding 66lbs may incur additional shipping charges not covered by our flat rates.

All shipments must include original copies of this submission form in the same package with the order. Only original copies bearing written, true and original signatures will be accepted. We will not accept photocopied forms or digital signatures.

Please correct any errors made in the process of filling out the Collectible Protection Services Submission Form with a single line through the error and initials above. Failure to neatly and accurately complete the Collectible Protection Services Submission Form can result in delays on the service turnaround time selected. Collectible Protection Services will contact the customer via phone or email using the contact information provided to clarify any issues and the service selected will not commence until the issues have been resolved. If there are any questions regarding the form, please contact us through email at info@cpscapsule.com

Any discrepancies between this submission form and the items received will be followed up with a phone call or email using the contact information provided. The package as whole will not be graded and the service time will not commence until the customer has responded to CPS and the issue has been resolved. If a discrepancy occurs and cannot be resolved, your items will be returned, ungraded.

CPS accepts no responsibility for items lost or damaged by carriers. Return shipping includes a maximum value of \$100. You may purchase additional insurance coverage at an extra cost. In all cases, any claims of loss, regardless of how they occur, should be addressed to the carrier. You agree to hold harmless CPS and its partners for any damage or loss, however incurred.

Please contact an associate for additional costs that may be incurred for cards with a signature.

Collectible Protection Services does not authenticate any card. Any cards where the grader determines that there are clear signs of tampering/trimming, counterfeiting/unauthorized reprints or altering of any kind beyond professional restoration will be returned ungraded with the full fee still being charged.

We are currently accepting Visa, MasterCard, PayPal and EMT as methods of payment. Service time will not commence until payment has been received in full.

The declared value given by the customer will be used to determine the additional shipping insurance rate required. Those who elect not to insure up to the full declared value will only receive the insured amount covered for any lost or damaged packages/slabs. Any determination of value for lost or damaged packages is at the sole discretion of the carrier and not the responsibility nor under the control of CPS.

Collectible Protection Services uses the utmost care to complete the grading process. Any disputes may only be applied to typographical label errors. CPS will allow up to 2 weeks after receiving the package to ensure the customer has reviewed their order. If there are any issues, please email CPS at info@cpscapsule.com

Collectible Protection Services is not liable whatsoever for any damage caused to the items received, when not in the care or control of Collectible Protection Services

In all cases, you agree that your sole remedy with CPS, regardless of any damages or losses however incurred, will be arbitration subject to the laws and jurisdiction of the Province of Ontario.

All shipments MUST be mailed to the following address:

CPS - Collectible Protection Services

8-611 Wonderland Road North

P.M.B. 125

London, Ontario

N6H 1T6

(519) 521-3135

info@cpscapsule.com

I have read and understand the above terms and conditions as stated by Collectible Protection Services.

Signature:

Date: