



Dominion Grading Service

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 Toll-free: 800-277-2646 * Fax: 888-719-9739
 service@dominiongrading.com

Coin Submission Form

Step 1: Submitter information *please press hard and write legibly*

Name _____
 Address _____
 City, State, Zip _____
 Phone _____ Email _____

Step 2: Return Shipping Method
please press hard and write legibly

- Registered/Insured US Mail
 (billed at calculated rate)
- FedEx (must provide account #, circle service:
 (standard, priority, 2-day)
- USPS ExpressMail
 (must provide account #)

Base Grading Fee Per Coin
Based on the Owner's Value Specified in Step 6

Individual Value of	Grading Fee
\$ 0 - \$99	\$10
\$100 - \$999	\$13
\$1,000 - \$4,999	\$18
\$5,000 - \$9,999	\$25
\$10,000 +	\$50

Step 3: Custom Text to appear on every coin in submission (\$2 additional per coin; entire order only.)

Step 4: Expedite Order (\$3 additional per coin; entire order only. See reverse for details.)

Step 5: Conserve Coins (\$5 per coin; you authorize us to conserve coins where applicable. We will only charge when necessary. See reverse for details.)

Step 6: List Items for Grading

Qty	Date/Mintmark	Denomination	Variety # to Verify, Mark an X for Attribution Variety (Verify \$5/Attribute \$10)	Signature Series (+\$10 check where desired)	Country	Min.Grade / Serial # (Crossover and/or Reholder only)	Owner's Value	Calculated Fee
1			<input type="checkbox"/> Attribution Requested	<input type="checkbox"/>				
2			<input type="checkbox"/> Attribution Requested	<input type="checkbox"/>				
3			<input type="checkbox"/> Attribution Requested	<input type="checkbox"/>				
4			<input type="checkbox"/> Attribution Requested	<input type="checkbox"/>				
5			<input type="checkbox"/> Attribution Requested	<input type="checkbox"/>				
6			<input type="checkbox"/> Attribution Requested	<input type="checkbox"/>				
7			<input type="checkbox"/> Attribution Requested	<input type="checkbox"/>				
8			<input type="checkbox"/> Attribution Requested	<input type="checkbox"/>				
9			<input type="checkbox"/> Attribution Requested	<input type="checkbox"/>				
10			<input type="checkbox"/> Attribution Requested	<input type="checkbox"/>				
11			<input type="checkbox"/> Attribution Requested	<input type="checkbox"/>				
12			<input type="checkbox"/> Attribution Requested	<input type="checkbox"/>				
13			<input type="checkbox"/> Attribution Requested	<input type="checkbox"/>				
14			<input type="checkbox"/> Attribution Requested	<input type="checkbox"/>				
15			<input type="checkbox"/> Attribution Requested	<input type="checkbox"/>				
16			<input type="checkbox"/> Attribution Requested	<input type="checkbox"/>				
17			<input type="checkbox"/> Attribution Requested	<input type="checkbox"/>				
18			<input type="checkbox"/> Attribution Requested	<input type="checkbox"/>				
19			<input type="checkbox"/> Attribution Requested	<input type="checkbox"/>				
20			<input type="checkbox"/> Attribution Requested	<input type="checkbox"/>				

Coupon Code to receive special offer: _____

Calculate Total Owner's Value	\$ _____	\$ _____
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Step 7: Calculate Fee Sub-total ↑

Step 8: Fee Calculation

Fee Sub-total from Step #7 above = \$ _____

Total coins Crossover/Regrade _____ x \$ 2 = \$ _____

Total coins Coin Conservation _____ x \$ 5 = \$ _____

Total coins Custom Text _____ x \$ 2 = \$ _____

Total coins Expedite fee _____ x \$ 3 = \$ _____

Shipping, handling & insurance fees:
 \$10 + .75/\$1000 in insured value over the first \$1,000 = \$ _____
(this fee is waived if submitter provides FedEx or ExpressMail Account info)

TOTAL AMOUNT DUE TO DGS: \$ _____
(\$30 minimum, plus shipping & insurance)

Step 9: Payment (select best payment method. Enclose checks with submission):

- Check/Money Order Paypal (submit online to: payment@dominiongrading.com)
- Mastercard Visa American Express Discover

Credit card # _____ Expiration _____ CCV (security #) _____

Your signature on the submission form represents your consent to charge your credit card for payment in full for the fees calculated in step #5. If any fees have been mis-calculated by submitter, DGS will charge the credit card for the correct amount.

DGS use: Date Received: _____ Items: _____
 Client ID: _____ Invoice # _____

Signature (required for all submissions) _____ Date _____

Your signature above declares your acceptance of all our terms and conditions as stated on the reverse of this form, and updated on our web site. Please read T&C carefully. Also, you agree to all fees as we have stated; in the event that submitter has mis-calculated fees, DGS will require payment of the proper amount prior to shipment of graded coins. If a credit card is used, the correct amount will be charged. Checks should be made out to: DGS.

Submit different coin types on one, easy submission form!

It's easy to submit coins to DGS for grading... and with grading fees starting at \$10, this is the best deal around.

We feature a number of innovative and unique certification options:

- ◆ Custom Text ◆ Variety Verification & Attribution ◆ Conservation ◆ Signature Series ◆ Minimum Grade Crossover ◆ Inexpensive Expedited Service ◆

DGS Fees & Services

Base Grading Fee Per Coin

Fees are charged for grading based on the owner's insurance value.¹ Use this chart to determine the base fee for grading. Other services are available for an additional fee.

Individual Value of	Grading Fee
\$ 0 - \$99	\$10 ²
\$100 - \$999	\$13
\$1,000 - \$4,999	\$18
\$5,000 - \$9,999	\$25
\$10,000 +	\$50

¹DGS reserves the right to correct the Owner's Value based on Current Market Values.

²AuthentiView images not provided for coins valued under \$100

Additional Services/Fees:

- Variety Verification:** DGS will charge \$5 per coin (where selected by submitter) to verify the variety designated by the submitter. If the variety is determined to be different than the specified variety the "attribution" fee of \$10 will be assessed. Note: Variety specialists may disagree on some designations and the variety attributions cannot be guaranteed.
- Variety Attribution:** Where requested by submitter, DGS will determine the variety based on the most accepted reference on that particular coin/series. A fee of \$10 per coin will be assessed for this service. See web site for commonly used references. Note: Variety specialists may disagree on some designations and the variety attributions cannot be guaranteed.
- Conservation Service:** For a nominal fee of \$5 per coin, DGS will perform non-invasive efforts to remove superficial residue from the surfaces of the coin and/or remove unattractive toning areas via non-mechanical cleaning methods. In a majority of cases, a coin requires this service to be considered for grading due to PVC, or other residue damage. DGS will only charge when the submitter elects conservation and ONLY for the coins that require this attention. Basic conservation will add a high level of long-term protection to your coins. See #8 in Terms & Conditions for restrictions on this service.
- Crossover/Regrade Service:** An additional fee of \$2 per coin will be assessed for each coin that is successfully crossed over from another grading service. See #9 in Terms & Conditions for restrictions on this service.
- Custom Text:** For an additional fee of \$2 per coin, DGS will place customized, personalized text on the front grading label. This is ideal for Anniversaries, Graduations, personal collection name, etc. Every coin on the submission invoice must include the personalization. DGS reserves the right to refuse inappropriate personalizations at our sole discretion. Support for pedigrees to known collections must be accompanied by documentation.
- Expedite Order:** For a small additional fee of \$3 per coin, we will expedite your order and put it at the top of the grading queue! Expedited orders take priority over all non-expedited orders in the service queue. Every coin in the order will be charged this fee.
- Signature Series:** For an additional fee of \$10 per coin, where selected by submitter, your coin will gain the additional signature and verification of one of the following: (Mike Ellis: Senior Grader; John Feigenbaum: President & Finalizer; Rick Snow: Indian Cent expert; Jim McGuigan: Copper and Early Coin expert; as well as other renowned numismatic experts). This value-added service gives you additional confidence that your coin(s) have been personally examined by a renowned expert.

DGS Terms & Conditions

- A minimum fee of \$30 per submission, excluding shipping & insurance, will be charged on submissions that do not total at least this amount.
- Your personal information - including return address, email and phone number - must be included on each submission form, and submitter is responsible for the accuracy of such information.
- Description (date, denomination and mint-mark) must be included along with owner's value of each item.
- PAYMENT IN FULL MUST ACCOMPANY YOUR ORDER.** We accept payment via check, money order, all major credit cards and Paypal. Checks must be made payable to: DGS. Checks and money orders from customers without established credit may take 10 business days to clear. Orders will not be processed without cleared funds.
- DGS guarantees the grade and authenticity of all coins it certifies and encapsulates within a DGS holder. This grade guarantee does not include coins made of bronze, copper or copper-nickel as these are delicate materials that are easily affected by environmental conditions.
- DGS will grade and encapsulate all submissions as quickly as possible. Current turnaround times for submissions are posted on our web site. In a small percentage of cases, submissions may need to be shown to outside experts which can delay the process.
- In the event that the owner of a DGS-graded coin believes that a grade or the authentication is in error, the owner may submit the coin to DGS for re-evaluation. If DGS agrees that the grade should be lower than originally assigned DGS will, at its discretion, either purchase the coin at fair market value or pay owner the difference between the coin's fair market value at the new grade and the original grade. DGS will be the sole determiner for the fair market value of the coin based upon its expertise and research. The decision will be binding for all parties. However, DGS' liability to the original submitter of coin(s) regarding grading and authenticity is limited to the charges for grading and/or authentication only.
- Conservation: Only DGS senior graders will perform this service, where elected by submitter and deemed necessary by the senior grading staff. In a majority of cases the coin's eye appeal and protection are enhanced, considerably. However, in a very small number of cases, removal of harmful or artificial surface residue can reveal hidden damage previously unseen. In such cases, Submitter holds DGS harmless for any conservation efforts and the results of these efforts.
- Crossover/Regrades: In certain circumstances, evidence of damage or alterations to a coin may only be apparent after its removal from another party's holder (i.e. rim damage). Also, our ability to properly determine authenticity may not be possible until it is removed. We will avoid removing a coin from its original holder whenever possible, however, DGS will be held harmless for removal of the coin from its original holder. DGS will also be held harmless in the event that we determine a crossover coin to be of a different variety than that stated on the original holder.
- Submitter shall not "doctor" or knowingly submit "doctored" coins to DGS. Doctoring shall be described as any alteration of the appearance of a coin in an attempt to increase its value. Submitters guilty of such acts will be held liable should any claims result from their actions. Submitter also agrees to reimburse DGS for any legal fees and costs should such an issue arise. This liability on the submitter's part extends for the duration of the coin's life in the numismatic marketplace as such doctoring may not become known until future discovery.
- Submitter shall not knowingly submit counterfeit or altered or date/mintmark altered coins. We recognize that many coins are submitted without such knowledge, but submitters who are found guilty of systematically submitting such coins will be held liable for the market value of any claims that result from such submissions. Submitter also agrees to reimburse DGS for any legal fees and costs should such an issue arise. This liability on the submitter's part extends for the duration of the coin's life in the numismatic marketplace as such alterations may not become known until future discovery.
- DGS has the right to not grade counterfeit or altered coins or any coins upon which a consensus cannot be determined. Grading fees, including shipping and handling, will be charged in full for non-graded coins.
- DGS reserves the right to refuse grading for any coins that we determine to be outside the realm of our expertise. Grading fees will not be charged in such cases, however, return shipping and insurance fees will be assessed. Visit our web site for more information.
- DGS will not accept any liability for any coins removed from our holders or for holders that show any signs of tampering, nor for clerical errors. Please check the information completely upon receipt of your coins. Clerical errors will be remedied free of charge.
- Oxidation/Toning is a naturally occurring phenomenon and is a result of the metals in a coin chemically reacting to their environment. DGS accepts no responsibility for these changes.
- Insurance for coins submitted to DGS begins at the time DGS receives such submissions. DGS has included the cost of insurance during return transit in the cost of shipping and handling charges. If item(s) are lost or damaged en route, coins are covered up to and including the full declared value of the coin for which insurance was paid. DGS reserves the right to replace or compensate at fair market value if insurance was overstated. Submitter may choose to have items returned via non-standard carrier (Fedex, UPS) by using the submitter's account number which implies coverage by submitter's third-party insurance. By using submitter's alternate carrier and/or submitter's account number, DGS is absolved of liability resulting in any loss or damage during shipment.
- DGS will exercise reasonable processes and handling of coins submitted for grading. However, if DGS recognizes that a coin was lost or damaged while in DGS possession, the customer will be compensated by replacement or fair market value of the coin(s).
- DGS waives all liabilities from any injuries incurred as a result of tampering with, in any way, a coin in our holder or damage to a coin that is incurred while removing it from our holder. DGS waives all liabilities from any injuries incurred as a result of any usage of a DGS holder in a manner other than its intended use.
- In the event an item has not been given a value, DGS will assign the lesser of \$25 or fair market value, at its discretion.
- DGS makes no warranty expressed or implied in regards to market value of certification due to the risks associated with trading commodity items.
- DGS reserves the right to photograph and/or digitally image all coins submitted and such images become the property of DGS and may be used for any purpose including, but not limited to, display on our web site and marketing or educational purposes.
- All verbal opinions from individual employees of DGS are estimates only as coins must be submitted for a consensus grade.
- All terms and conditions are subject to change.

Visit www.dominiongrading.com to check the status of your submission at all times. Online submission available.