



Global Cigar Label Grading Service

Submission Form

1175 Rickett Rd, Suite 4

Brighton, Mi 48116

Phone: (877) 45-LABEL or (877) 455-2235

Fax: (810) 227-2450

GCLGS USE:

Received _____

Order # _____

Ship To:

Name _____

Address _____

City, State, Postal Code _____

Home Phone _____

Work / Cell Phone _____

Email _____

Label Type or Size

I = Inner
 IP = Inner Proof
 IS = Inner Sample
 O = Outer
 OP = Outer Proof
 OS = Outer
 Sample
 Other (Ex.: Flap, Tag, Etc.)
 Unknown (If type unknown, enter length / width in inches)

Service Types:

Graded	Archival Only
E = Economy Bulk \$ 15	AEB = \$ 10
B = Basic \$ 20	AB = \$ 14
BB = Basic Bulk \$ 17	ABB = \$ 12
V = VIP \$ 35	AV = \$ 25
VB = VIP Bulk \$ 29	AVB = \$ 23
VE = VIP Express \$ 40	AVE = \$ 40
VP VIP Premium 2.75%	AVP = 1.75%

Enter service type:

Note: Only one service type per submission
 (See Service and Fee Schedule on back)

Return Ship Via:

- USPS Insured
- USPS Express Insured (Call or email for quote)
- UPS Insured
- UPS Express Insured (Call or email for quote)
- FEDEX Insured (Call or email for quote)

Shipping account # (If applicable) _____

PLEASE COMPLETE ALL FIELDS

Item	Title or Description	Label Type or Size	Qty	Service Cost Per Label (See Service Fees On Back)	Cost (QTY x Service Cost Per Label)	Total Declared Value of Label(s)
	<i>Example - Pony Post</i>	<i>I</i>	<i>2</i>	<i>\$20</i>	<i>\$40</i>	<i>\$1500</i>
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
Totals					\$	\$
Shipping With Insurance (See Schedule On Back)					\$	
Voucher Amount (Subtract From Total Cost)					\$ ()	
Total Due					\$	

Preferred Forms of Payment:

VISA MASTERCARD AMEX CHECK PAYPAL

Paypal Email address _____

Credit card#: _____ EXP: _____ CVV: _____

Billing Address: _____

Signature _____

Agreement Terms

I have read and I agree to the GCLGS Terms and Conditions

Authorized Signature _____

Date _____

Shipping and Handling Chart – USPS & UPS

Total Declared Value	\$1 - \$100	\$101 - \$500	\$501 - \$1,000	\$1,001 - \$2,000	\$2,001 - \$4,000	\$4,001 - \$6,000	\$6,001 - \$8,000	\$8,001 - \$10,000	\$10,001 - \$25,000
Up To 100 Pieces	\$10.00	\$12.00	\$14.00	\$19.00	\$24.00	\$35.00	\$49.00	\$59.00	\$99.00

For orders over 100 pieces please call GCLGS for a shipping quote.

For shipment outside the U.S. please call GCLGS for a shipping quote.

To determine the shipping on multiple page orders, combine the total declared value on all pages. Enter shipping amount once on submission form.

How to Ship

In shipping your labels, make sure they are securely packaged with a stiff cardboard or equivalent insert. Each label should be individually separated within the package. On the front and back of your package print or stamp “Do Not Bend.” Make sure you insure your package. You will be notified immediately if your package is received with any type of damage.

Services and Fees:

Grading and Archival Service Options

Service	Service Code	Service Cost Per Label	Estimated Turnaround Time	Declared Value of Each Label
Graded and Archived in holder				
Economy Bulk (min 20 pieces)	EB	\$15.00	45 Business Days & Up	Up to \$300
Basic	B	\$20.00	15 Business Days	Up to \$750
Basic Bulk (min 20 pieces)	BB	\$17.00	20 Business Days	Up to \$750
VIP	V	\$35.00	10 Business Days	Up to \$1500
VIP Bulk (min 10 pieces)	VB	\$29.00	12 Business Days	Up to \$1500
VIP Express	VE	\$40.00	5 Business Days	Up to \$1500
VIP Premium	VP	2.5% of Declared Value	7 Business Days	Over \$1500
Archived in holder (No Grade)				
Economy Bulk (min 20 pieces)	AEB	\$10.00	45 Business Days & Up	Up to \$300
Basic	AB	\$14.00	15 Business Days	Up to \$750
Basic Bulk (min 20 pieces)	ABB	\$12.00	20 Business Days	Up to \$750
VIP	AV	\$25.00	10 Business Days	Up to \$1500
VIP Bulk (min 10 pieces)	AVB	\$23.00	12 Business Days	Up to \$1500
VIP Express	AVE	\$40.00	5 Business Days	Up to \$1500
VIP Premium	AVP	1.75% of Declared Value	7 Business Days	Over \$1500

Terms and Conditions

1. The GCLGS Submission form must be completed with all fields entered correctly (see GCLGS Submission Procedures). Errors will delay the start of the grading process. Only one service type is allowed per each submission order.
2. The customer's labels will be handled with reasonable care while in the possession of GCLGS. In the event an item is lost, damaged, or stolen while in GCLGS's possession, the customer will be compensated in accordance with GCLGS's standard procedures, and not necessarily based on the insured value that is assigned by the customer. Such compensation will be the customer's exclusive remedy for any loss or damage, and GCLGS disclaims any liability for incidental or consequential damages arising there from.
3. Customer agrees to inspect all completed items upon receipt from GCLGS and report any damage within 3 days of receipt. Customer agrees to hold harmless GCLGS for losses and/or claims caused by the circulation or sale of improperly marked or damaged items.
4. GCLGS will strive to authenticate and grade all labels within the business time frame indicated on the submission form. However, GCLGS will have no liability incidental or consequential damages due to GCLGS's failure to process any label within the time frame. Compensation will be made in accordance with GCLGS's standard voucher procedure.
5. The fees listed on the submission form are subject to change. Fees will be adjusted by GCLGS in the following cases:
 - a. If the package received has been damaged in postal delivery.
Note: all shipments must be insured.
 - b. If a label falls under the 'no grade' section because of being 'altered' or 'counterfeit'.
 - c. New price changes
6. Even though GCLGS employs professional graders, it is strictly an opinion, which is made to the best of GCLGS's ability. Therefore, GCLGS shall have no liability whatsoever to the customer for any ramifications due to the grading of a label.
7. GCLGS will not be responsible for any damage that might occur to customer labels caused by the mail services or if the package is not packaged correctly. Labels must be submitted in a crush proof container with 'Do Not Bend' notations around the package. The customer's shipment must be packaged in accordance with GCLGS shipping instructions.
8. GCLGS retains the right to modify or change a previous decision. If the applicant seeks an opinion regarding a previous item, the applicant must submit the original un-tampered piece for re-grade. Re-grades will be processed as an Economy service type.
9. If the customer's item does not meet GCLGS's grading standards then the item will be returned at the submitter's expense. GCLGS reserves the right to decline grading any item.
10. GCLGS shall have no liability whatsoever to the customer for any damage to any item, or otherwise, resulting from alteration, attempted alteration or misuse of a GCLGS encapsulated folder.
11. GCLGS disclaims any and all warranties, express or implied (including fitness for a particular purpose) regarding our services.

12. If an item is damaged, lost or stolen while in the possession of GCLGS the customer will be compensated by the following standard procedure:
 - a. The item will be replaced by an equivalent item of the same type and condition as the original item.
 - b. However, if GCLGS is unable to find an equivalent item of the same type and condition then compensation will be based on the price determined by GCLGS liability insurance.

13. GCLGS Standard voucher procedure:
 - a. In the case, GCLGS does not meet the specified turnaround times; GCLGS will only charge the customer for the service level that was achieved. In addition, you will receive a grading voucher for the pricing difference between the requested service price and the actual administered service price. This voucher can be applied as money to any future grading service request.

 - b. For labels that are not graded the customer will receive a replacement voucher for the price of the item that was originally requested.

14. Labels will not be graded for the following reasons.
 - a. The label bares evidence of restoration, such as recoloration,
 - b. The paper stock is altered in some way, or
 - c. There is questionable authenticity of the label, such as a forgery or a reproduction.