



**Academy of Manuscript and Autographs, LLC**  
 P.O Box 662  
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 409-283-2232  
 www.AutographsAuthentication.com  
 Info@AutographsAuthentication.com

For Office Used Only

**Submission:**

Source:  
Date:

Verified by:

Auction Item Number: \_\_\_\_\_ Voucher: \_\_\_\_\_ Member: \_\_\_\_\_

**Submitted by: First & Last Name &/or Company**

**Shipping Address**

City, State, Zip

Home / Cell Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Business Phone: \_\_\_\_\_

**Circle One**

Fax: \_\_\_\_\_

Non-Collector

Collector

Auctioneer

Dealer

Private

All fees must be paid in advance before we can process your order. Incomplete or illegible submission forms will delay turnaround time. We reserve the right to correct your submission form to reflect our current authentication fees. All fees are applicable regardless of outcome of authentication.

**AUTOGRAPH AUTHENTICATION (Required Fields)**

**(Optional Fields)**

	QTY	Signer	Category	Declared Value	Authentication Fee	Appraisal \$29.00 Each	Grading \$15.00 Each
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

( For shipping insurance purposes only ) Total Declared Value \$ \_\_\_\_\_

Total Submission Fee \$ \_\_\_\_\_

**Must Read**

All items will receive a pressure sensitive alpha numeric label or the invisible synthetic DNA, depending on surface of the item being authenticated. The pressure sensitive alpha numeric label will void and destruct upon removal. A.M.A will assume discretion in the location of the tagging.

1. Letter of Appraisal per item \$29.00 x \_\_\_\_\_ = \$ \_\_\_\_\_

2. Letter of Grading each autograph \$15.00 x \_\_\_\_\_ = \$ \_\_\_\_\_

3. 48 HOURS EXPRESS SERVICE \$50.00 \$ \_\_\_\_\_

4. Total Submission Fee \$ \_\_\_\_\_

5. Shipping and Handling (see chart) \$ \_\_\_\_\_

6. Shipping Insurance (see chart) \$ \_\_\_\_\_

Total Charges (sum 1,2,3,4, 5 & 6) \$ \_\_\_\_\_

**Method of Payment**

Paypal  Paypal confirmation number \_\_\_\_\_

Visa  MC

Card Number \_\_\_\_\_

Exp Date \_\_\_\_\_

Card Code \_\_\_\_\_

Cardholder's Name \_\_\_\_\_

Address \_\_\_\_\_  
City, State, Zip and Country \_\_\_\_\_

**I HAVE READ AND AGREE TO THE AMA TERMS, POLICY AND CONDITION SET FORTH ON THIS FORM AND WEBSITE.**

**X** \_\_\_\_\_  
Cardholder signature (required) Date

**Return Shipping Method**

All shipments will be returned via USPS Registered Mail, signature required. See shipping rate chart. For return insurance information see rate chart.

**Alternate Return Carrier**

If using an Alternate Return Carrier you must provide your own Acct# and insurance coverage with pick-up only. By appointment only. **(\$3.75 will be charge for handling.)**

UPS  FedEx  DHL  USPS Express

Next Day Air Saver  2nd Day Air

3rd Day Air  Ground

Your Acct Number \_\_\_\_\_

Insurance Limit (required) \_\_\_\_\_

Saturday Delivery?  Yes  No

<b>USPS Register Mail - Return Postage And Handling</b>	<b>Shipping Fee</b>
MANUSCRIPT - CUT OUT - FLAG - SPORT CARD - BOOKS - PHOTO - MAGAZINE - ALBUM - BASEBALL - GOLF BALL - HOCKEY PUCK - MINI HELMET - JERSEY - CAP - APPAREL	\$15.00
BASKETBALL - FOOTBALL - SOCCER BALL - PHOTO W / PICTURE FRAME	\$22.00
BAT - BASE - HOME PLATE - GUITAR - HOCKEY STICK - HELMET	\$32.00
<b>Return Insurance Declared Value</b>	<b>Insurance Fee</b>
\$0 to \$1000	\$12.50
\$1,000.01 to \$6,000	\$18.00
\$6,000.01 to \$11,000	\$23.50
\$11,000.01 to 16,000	\$29.00
\$16,000.01 to \$21,000	\$35.00
21,000.01 to \$25,000	\$39.00
\$21,000.00 to 15,000,000.00 \$39.00 + \$1.50 per each \$1,000.00	\$39.00 + \$1.50 per Each \$1,000

### Terms & Condition

1. By signing and submitting this Submission Form, you agree to the above shipping and insurance charges. You also agree to ship via Registered Mail through the US Postal System. If you have an account with FedEx or UPS, AMA will utilize your account number in order to complete the shipping of your collectible and you will be required to pay the handling fee of \$3.75. \*Please be advised, these fees are subject to change as postage and handling charges may rise. However, the fees are set and are non-negotiable. **If shipping insurance is not selected your item will be shipped without insurance coverage. Declaring the value of your item does not insure your item/s if the insurance is not paid.**
  2. In the unfortunate event that your item should be deemed non-authenticate you will receive a Letter describing to you why this autograph is inconclusive.
  3. A.M.A is an independent company. The opinions rendered by our staff are not influenced by another company's opinion nor do we seek to influence any other company.
  4. 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, A.M.A makes no warranty or representation and shall have no liability whatsoever to the customer for the opinion rendered by A.M.A on any submission.
  5. Our typical turnaround time is 15 days; however the schedules of the authenticators will dictate the actual time a submission is to be returned.
  6. We do not assist customers in reimbursement issues.
  7. A.M.A will not be held responsible for unforeseen circumstances when traveling to and from an authentication site.
  8. A.M.A will exercise reasonable care in handling submissions for authentication. However, if A.M.A determines the customer's submission was lost or damaged while in A.M.A possession, the customer will be compensated in accordance with A.M.A standard procedures and not necessarily based upon the insured value the customer assigned to the item(s) submitted.
  9. Appointments must be made for office visits. Depending on the amount of items to be authenticated and work load of the staff, your letters can be produced at the time of authentication.
  10. If not specified, A.M.A will assume discretion of the placement of the pressure sensitive sticker on your authenticated item.
  11. We respect the opinions and views of others and it is not our policy to comment on the reputations of other company's, dealers, or persons associated with the hobby.
  12. It is our firm policy for customers not to contact our office for results. We typically process and ship orders within two weeks of package receipt. Please await your return shipment which will include our written results regardless of outcome - ABSOLUTELY no authentication result information will be given over the phone, fax or by e-mail.
  13. At times we have specials from our standard authentication fee of \$55.00. We have a tracking system in place that records the customer number according to the special that we have for that day. This submission form, when printed, must arrive to A.M.A location in seven days for that special to be good. If the submission form doesn't arrive in the seven days, we reserve the right to correct your submission form to reflect our authentication fees of \$55.00. We cannot go with the current special or even the special that was offered yesterday to offer you a better deal or a credit of any kind.
- **Compensation Policy:** Should your item become damaged or lost while in the possession of A.M.A, action will be taken according to the following policy:  
A comparable replacement will be made if possible. If not, compensation will be based on current fair market value (FMV). If applicable, a validated and dated invoice is necessary - Proof of purchase must be presented before any compensation procedures begin.  
Payment will be deemed as the current fair market value based exclusively on A.M.A opinion and discretion.  
Compensation will be in the form of the original payment received.  
We will not recognize the value placed on the item by the customer for insurance purposes as the fair market value.  
Maximum restitution for an item submitted for "Stamp of Approval" services will be \$20.00.

- Policies are subject to change at the discretion of A.M.A.
- By signing this **Submission Form** you understand and agree to A.M.A **Terms & Conditions**

**X** \_\_\_\_\_

**Sender signature (required)**

**Date**