

CGS UK Grading and Encapsulation Service

Terms and Conditions

CGS UK is the marketing name of Coin Grading Service Limited

Signing and dating hard copy submission form or acknowledging 'I have read the Terms & Conditions' on our web site submission form, declare that you have read and accepted CGS UK Terms and Conditions. Any submission form forwarded without signature and date will not be accepted and returned accordingly.

(Please adhere to the following to complete your submission and facilitate a smooth process of your order)

YOUR DETAILS: (Please complete in BLOCK CAPITALS)

If you have previously submitted coins for encapsulation but do not know your membership number, please answer YES to 'Have you used this service before?'. This will allow CGS UK to utilise your original membership number.

An Address supplied without Post Code - the order will not be processed.

Having a contact telephone number and/or email address will facilitate speedier turn round of order if queries occur where verification is required.

Please note: CGS UK will not pass on to any other organisation your details.

PAYMENT METHOD:

Please mark method of payment - Cheque or Credit/Debit Card.

Cheques should be made payable to Coin Grading Service Limited and valued as Grand Total Payable on form.

Order process will not be activated until funds are cleared.

Credit Card or Debit Card information, to be completed in full and signed accordingly, card will be processed upon receipt

FEE OPTIONS:

Option	Service	Coin Value	Notes	Fee	Estimated Process Time
1	Economy	Under £200	No Picture	£ 9.99	30 – 90 days
2	Standard	Under £200	Computer Archival Picture	£ 11.99	30 – 90 days
3	Normal	£200 - £1,999	Computer Archival Picture	£ 19.99	30 days
4	Deluxe	£2,000 - 4,999	Computer Archival Picture	£ 35.00	15 days
5	Premier	£5,000 – 9,999	Computer Archival Picture	£ 49.99	10 days
6	Star	Over £10,000	Computer Archival Picture	£ 75.00	5 days
7	Encapsulation Only	N/A	No Picture	£ 4.99	30 days

SUBMISSION:

Each coin must be detailed separately.

Where more than 20 coins are being submitted in one consignment please complete an additional form(s) clearly showing that information is being carried over to another form. Postage and Packing refers to the total consignment and should be added to overall total to give Grand Total Payable.

For each coin enter:

- Denomination
- Date on coin
- Variety (if known)
- Coin (purchase) value. (If unsure please contact a local coin dealer for valuation). If you have decided to have coins graded and encapsulated by CGS UK and the value is clearly understated for the relevant service selected the submitter will be contacted and the additional payment requested prior to grading and encapsulation to take place. If this payment is not made within 30 days of notification the coin will be returned neither graded or encapsulated and no refund of the original fee will be made.
- Fee as indicated against Option Number

Postage & Packing - Under 10 coin consignment submitted please allocate a fee of £6 for postage and packing. For 10 or more coins in one consignment, allocate £12 for postage and packing. All coins despatched by CGS UK will be insured as declared value on submission sheet and sent 'Signed for' at destination.

Should you have detailed provenance for any/all of the coins submitted please detail on a separate sheet (marking clearly to which coin each refers) and enclose with this submission form.

Please complete the form firmly and in BLOCK CAPITALS, retain Blue copy for your records and send form and coins to CGS UK. 3 Upper Street South, New Ash Green, Kent DA3 8JJ.

Total fees for all submissions will be cleared by CGS UK before grading will commence.

Coins deemed by CGS UK to be unsuitable for grading and encapsulation which may include faked, damaged, artificially enhanced, tooled or any other problem which CGS UK consider to be too detrimental will not be graded and encapsulated. Such coins will be returned to the submitter with a brief explanation. No fees will be refunded.

The turn around times published by CGS UK are guidelines, rather than guarantees, which we will endeavour to adhere to. If for any reason CGS UK fail to meet these estimated turn around times, CGS UK will accept no liability. No fees will be refunded.

Should any coin authenticated as genuine and encapsulated by CGS UK be proved subsequently to be fake and is returned to us by the original submitter, intact in the original holder with no evidence of tampering CGS UK will pay the submitter an agreed market value of a genuine example in a similar grade.

The photographic service provides for a digital image of both sides of the coin to be stored indefinitely.

All coins signed for by CGS UK will be fully insured at the submitters declared value whilst in our possession.

Postage & Packing of Submitted Coins

Coins should be securely wrapped to protect their condition and sent with submission form (and provenance if applicable) to CGS UK Limited. 3 Upper Street South, New Ash Green, Kent DA3 8JJ.

It is the submitter's responsibility to insure the goods and arrange for them to be sent for receipt signature at CGS UK Ltd.

CGS UK Ltd cannot be responsible for the receipt any consignment without delivery signature.