

**JSA**

Submission Form
 James Spence Authentication
www.SpenceLOA.com

3223 N.W.10th Terrace, Suite 605
 Fort Lauderdale, FL 33309
 954-380-8670
 Fax: 954-380-8673
 Florida@SpenceLOA.com

2 Sylvan Way, Suite 102
 Parsippany, NJ 07054-3809
 888-4-JSPENCE 973-898-1300
 Fax: 973-898-1301
 Info@SpenceLOA.com

For Office Use Only
DIR

Submission # _____
 Source: _____
 Date / Time: _____
 CC Approval _____

Name and/or Company _____

Item #	Item Type	Autograph Theme (Cont.)
#1		
#2		
#3		
#4		
#5		
#6		
#7		
#8		
#9		
#10		
#11		
#12		
#13		
#14		
#15		
#16		
#17		
#18		
#19		
#20		
#21		
#22		
#23		
#24		

Customer Notes:

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James Spence Authentication Submission Form Instructions

1. Confirm that your autograph(s) are listed on the fee schedule.
If not, email or call our office for a quote Info@SpenceLOA.com, 954-380-8670 or 973-898-1300.
2. Enter the quantity, item type, autograph theme, check the service(s) requested i.e., basic cert, LOA, autograph grading and the authentication and/or autograph grading fee. Items valued over \$200.00 require an LOA.
3. Enter a declared value, this is for insurance purposes only. We don't advise on valuation.
4. Select a return carrier according to the instructions on the front of this form. FedEx is preferred.
5. Select placement for your tamper evident label. Please pick only ONE.
6. Enter payment information CLEARLY & LEGIBLY. Failure to do so will delay processing of your submission.
7. Pack your item securely and include your submission form and remember to keep a copy for yourself. We will not proceed with our service until a signed submission form is received.
8. Send your item(s) to:
James Spence Authentication (Florida Office) 3223 N.W. 10th Terrace, Suite 605, Ft. Lauderdale, FL 33309 –OR–
James Spence Authentication (New Jersey Office) 2 Sylvan Way, Suite 102, Parsippany, New Jersey 07054

RETURN POSTAGE AND HANDLING FEES – FEDEX DOMESTIC SHIPPING ONLY

Estimated Value	Standard Overnight*	2Day*	Express Saver*	Ground*
\$0-\$499	\$83.00	\$45.00	\$36.00	\$26.00
\$500-\$999	\$87.00	\$49.00	\$39.00	\$30.00
\$1,000-\$1,999	\$94.00	\$56.00	\$47.00	\$39.00
\$2,000-\$2,999	\$102.00	\$64.00	\$54.00	\$47.00
\$3,000-\$4,999	\$117.00	\$79.00	\$69.00	\$62.00
\$5,000-\$6,999	\$132.00	\$94.00	\$84.00	\$77.00
\$7,000-\$9,999	\$154.00	\$116.00	\$108.00	\$103.00
\$10,000-\$14,999	\$192.00	\$154.00	\$144.00	\$140.00
\$15,000-\$19,999	\$229.00	\$191.00	\$182.00	\$172.00
\$20,000-\$24,999	\$267.00	\$229.00	\$219.00	\$223.00
\$25,000+	CALL	CALL	CALL	CALL

**For shipments to Canada and Overseas –
We will use the U.S. Postal Global Express Service for return shipping.
Go to <http://ircalc.usps.gov/> or call our office for pricing.**

***RESIDENTIAL ADDRESSES MUST APPLY AN ADDITIONAL \$4.00 TO ABOVE CHARGES.**
*Various zip codes, sizes and weight of packages may incur additional charges.

**JSA Customer Service Toll Free Line 888-4-JSPENCE • (888-457-7362)
www.SpenceLOA.com • Info@SpenceLOA.com**

If Customer does not select a carrier, package(s) will be returned via FedEx. Shipments on Customer's own account are NOT insured and the risk of loss or damage during shipment will be assumed by Customer.