

James Spence Authentication, LLC Submission Form Instructions

1. Confirm that your autograph(s) are listed on the fee schedule – if not, e-mail or call our Florida office at Florida@SpenceLOA.com / **954-380-8670** for a quote.
2. Enter the quantity, description, and fees that are applicable. Please consider items valued over \$200.00 require an LOA.
3. Enter a declared value – what you paid for the item or feel it is worth if deemed authentic. This is for insurance purposes only – **we cannot assist you in this determination.**
4. Select a return carrier – UPS or FedEx according to the instructions on the front of this form.
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 Location): 3223 N.W. 10th Terrace, Suite 604, Ft. Lauderdale, FL 33309

Terms & Conditions

1. For purposes of this submission form terms and conditions, James Spence Authentication, LLC will be referred to as "JSA".
2. JSA will endeavor to certify submissions within a reasonable time frame. However, JSA will have no liability whatsoever to the customer for damages (including incidental or consequential damages) allegedly due to JSA's failure to certify any submission within any time frame.
3. JSA will not certify items consisting of A: autographs NOT listed on the JSA Autograph Fee or, B: autographs that are damaged and/or illegible or, C: autographed items exceeding JSA's weight restrictions or, D: autographed items that are under glass.
4. Fees paid to JSA are NON-REFUNDABLE once the autographed item begins the authentication process.
5. 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, JSA makes no warranty or representation and shall have no liability whatsoever to the customer for the opinion rendered by JSA on any submission.
6. JSA will exercise reasonable care in handling submissions for authentication. However, if JSA determines the customer's submission was lost or damaged while in JSA's possession, the customer will be compensated in accordance with JSA's determination of value and not necessarily based upon the insured value the customer assigned to the item(s) submitted.
7. Customer agrees to inspect all submitted items immediately upon receipt from JSA and report any damage or discrepancy to JSA within two (2) days of receipt. Customer must also inspect all submissions immediately upon receipt for mechanical errors pertaining to the description of the submission. Mechanical errors include, but are not limited to, such errors as incorrect date or designation. Customer agrees to indemnify and hold harmless JSA and its affiliates against all losses and/or claims (including attorney's fees) caused by the circulation or sale of a mismarked or inappropriate item or any unauthorized use of a JSA certificate or label.
8. JSA shall have no liability whatsoever to the customer for any loss or damage of any submitted item occurring while the item is not in the custody or control of JSA.
9. It is absolutely essential that submissions sent to JSA be packaged and shipped strictly in accordance with the requirements of the JSA shipping instructions as are in effect from time to time. JSA shall have no liability whatsoever for any damage to any submission shipped or delivered to JSA in a manner that does not strictly conform to our written specifications, such as during transit to and from JSA.
10. Except as expressly set forth herein, JSA disclaims any and all warranties, express or implied, (including the warranty of merchantability and the warranty of fitness for a particular purpose) regarding our service.
11. The courts of Broward County, Florida shall have exclusive jurisdiction and venue of any controversy or claim arising out of or relating to any submissions to JSA and THE PARTIES IRREVOCABLY WAIVE THEIR RIGHTS TO A TRIAL BY JURY WITH RESPECT TO ANY SUCH CONTROVERSY OR CLAIM. The court shall award to the prevailing party, in addition to any other relief deemed appropriate, the prevailing party's attorney's fees and costs of litigation, whether or not those are otherwise available to the prevailing party by statute.
12. It is our firm policy for customers not to contact our office for results. We typically process and ship orders within three 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. **Any merchandise held by us for a period of 90 days from the date of submission that has not been paid for, will be sold by JSA for such price as JSA determines in its discretion. Should such price, net of expenses, exceed the amount owing to JSA, JSA will pay the difference to you. Should such price, net of expenses, be less than the amount owed to JSA, the difference, is owed to JSA by you and you will be invoiced for same.**

U.S. RETURN POSTAGE AND HANDLING FEES- UPS DOMESTIC SHIPPING ONLY

Estimated Value	Next Day Air Saver	2nd Day Air	3 Day Select	Ground
\$0-\$499	\$75.00	\$37.00	\$28.00	\$18.00
\$500-\$999	\$79.00	\$41.00	\$31.00	\$22.00
\$1,000-\$1,999	\$86.00	\$48.00	\$39.00	\$31.00
\$2,000-\$2,999	\$94.00	\$56.00	\$46.00	\$39.00
\$3,000-\$4,999	\$109.00	\$71.00	\$61.00	\$54.00
\$5,000-\$6,999	\$124.00	\$86.00	\$76.00	\$69.00
\$7,000-\$9,999	\$146.00	\$108.00	\$99.00	\$95.00
\$10,000-\$14,999	\$184.00	\$146.00	\$136.00	\$132.00
\$15,000-\$19,999	\$221.00	\$183.00	\$174.00	\$164.00
\$20,000-\$24,999	\$259.00	\$221.00	\$211.00	\$215.00
\$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 \$3.00 to above charges.

* Various package sizes and zip codes may incur additional charges.

**JSA Customer Service 954-380-8670 • Florida@SpenceLOA.com
www.SpenceLOA.com**