

ROXBURY'S & IMPERIAL COINS PCGS STEP BY STEP GUIDE

STEP 1: MEMBER NAME & NUMBER

Fill out the member name and number as such "Imperial Group - 1339 458"

STEP 2: RETURN SHIPPING ADDRESS

Fill in your return details, shipping address, names and contact details. Be sure to provide your full email address and phone number.

STEP 3: SELECT SERVICE TYPE

Select from the following what best applies to your application, friendly reminder **only one form per type/service level**.

- **Grading** – For raw, non-encapsulated coins.
- **Regrade** – For PCGS-graded and encapsulated coins you would like PCGS to review for a higher grade. (Note they will be removed from slab)
- **Crossover** – For coins currently graded and encapsulated by another third-party grading service.
- **Reholder** – For PCGS-graded and encapsulated coins that you would like to be placed into a new PCGS holder. Coins submitted for Reholder will not be reviewed for a higher grade
- **Reconsideration**- Please Contact us. Numismatists expert will check first.
- **NOTE** : Please read GP/Guaranteed Price Cost Rules

STEP 4: GENUINE OPTIONS

All coins submitted are subject to being deemed as Genuine (not graded). Select one of the two options for our Genuine Service.

- **Genuine**: will print the coin problem and slab default
- **Do not holder/ standard**: Not Slabbed
- **NOTE**: Full grading fee will be charged.

STEP 5: SERVICE LEVEL

Select the appropriate service level based on the type of coin(s) being submitted and the declared value of the coin(s).

- **Special Issues** – All colonials, fractional gold, patterns, territorials, essays, tokens and medals, must be submitted under the special issues service level or higher.
- **Economy** (not gold & pre 1965) – Gold coins are not permitted through this service level and the max declared value is \$300 USD per coin.
- **Modern Value** (1965-date) – For coins dated 1965-date. No pattern or mint errors may be submitted to this service. The max declared value for this service is \$300 USD per coin.
- **Modern** (1965-date) – For coins dated 1965-date. No pattern or mint errors may be submitted. Maximum declared value \$2500 USD per coin.
- **Bulk** (1966-date) - Decimal coinage only from 1966-date. Minimum of 100 coins with a maximum of 3 different years and no more than 25 different PCGS coin numbers. Each coin must not exceed a declared value of \$300 USD per coin.
- **Regular** to Rarities: Submissions all include complimentary trueview images. Refer to submission paperwork for declared value cut offs.

STEP 6: COIN DETAILS

Indicate all pertinent coin information:

- **Quantity**: Indicate the quantity of coin(s) for each line. If you are submitting multiples of the exact same coin (raw, non-encapsulated coins), list them on the same line.
- **Country**: Indicate the country of origin for each coin.
- **Date/Mint Mark**: Indicate the date and mint mark of each coin (if applicable).
- **Denomination**: Indicate the face value of each coin.
- **Coin Description/Variety**: Indicate the description of each coin and any important varieties or features (if applicable).

- **First Strike**: For an additional \$18 per coin PCGS will designate eligible coins with a First Strike label, documentation will be required.
- **PCGS TrueView™**: For an additional \$5 per coin, you will receive a digital, high-resolution image of each coin.
- **Variety Attribution**: For an additional \$18 per coin PCGS will attribute select varieties such as VAM, Overton, Fivaz-Stanton, etc. on select coin series. Please note, Variety Attribution is not available for Show Services. You can also indicate the PCGS coin number (optional) of each coin (if applicable). PCGS coin numbers can be found at PCGS Coin Number Lookup.
- **Oversized Holder**: For large coins such as 5oz commemorative coins.
- **Grade**: For coins currently graded and encapsulated, indicate the full grade. Include any plus grades or suffixes if applicable.
- **Certification Number**: For coins currently graded and encapsulated, indicate the full certification number. For PCGS-graded coins, the certification number is located on the front of the PCGS label to the right of the forward slash.
- **Min. Grade**: This is required for Crossover Services. Indicate the lowest acceptable grade. For coins currently encapsulated by a third-party grading service other than PCGS, provide your minimum acceptable grade. You cannot indicate a minimum grade higher than the grade currently on the label.
- **Declared Value**: Indicate the insurance value for each coin. If you are unsure of the value of your coin, contact a PCGS Authorized Dealer in your area, or reference the PCGS Price Guide to establish a value based upon the grade you feel your coin will qualify for. If you fail to provide a declared value for each coin, your order will be on hold, and you authorize PCGS to assign a value of \$50 USD per coin.
- **Total Number of Coins and Total Add on Fees**: List the total number of coins for each add on column then multiply by the listed fee. Write in the total for use in fee calculation.
- **Total Declared Value**: Total the declared value for all coins on this submission and indicate the amount on the line provided. Please note this is all in USD.

STEP 7: SUBMISSION RETURN

- **Express** shipment with signature: Get it Express shipped to your door
- **Pick up**: pick up from Imperial Group head office in Hamilton

STEP 8: FEE CALCULATION

Calculate all appropriate fees for submission. This includes any additional services and fees (oversize holder, TrueView etc.) all fees are estimated until completion of submission. Please note, all prices are in USD.

STEP 9: PAYMENT METHOD

Select your method of payment. Imperial Group accepts cash, credit card (Eway) or payment via Bank Deposit.

STEP 10: PACKING FOR RETURN

To ensure quick processing of your submission, please place all your items and submission forms inside the tamper bag provided. Please don't seal the tamper bag as the PCGS manager needs to check the items against the paperwork and ensure there is no dangerous goods inside the tamper bag before shipping off to PCGS headquarters located in the USA. **Please keep the yellow copy of the paperwork for your reference.**

STEP 11: TERMS & CONDITIONS

Review the Terms and Conditions on the back of the submission form and sign and date the front of the form. By signing the form, you are agreeing to the PCGS terms and conditions. **Orders without signatures will not be processed and fees will be issued.**