

HOW TO SUBMIT NOTES TO PMG

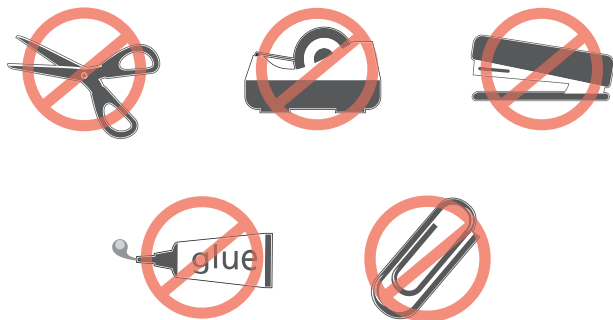
Preparing Submission

Follow these instructions to help ensure that notes are graded and returned without unexpected fees or delay.



Place raw notes in non-PVC mylar sleeves. Notes should fit easily into a sleeve. Placing a note into a sleeve that is too small may result in damage to the note.

Do not submit notes in albums. Also do not place notes in excessively large sleeves. **If you would like your sleeves returned, please note this on the invoice.** Place no more than 5 notes in one sleeve. If notes are fragile, place in individual sleeves.

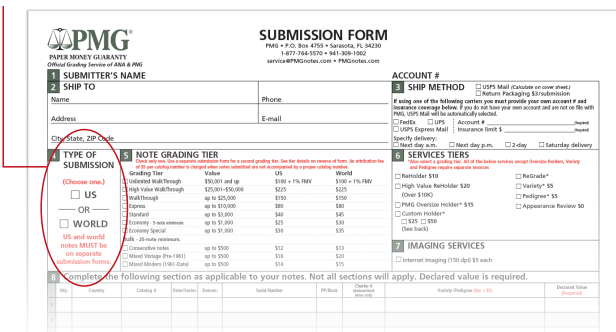


Do not cut, tape, staple, glue, or paper clip sleeves, as this can damage the notes.



Any note larger than 7¾" x 4¾" (20 cm x 12 cm) is considered oversized. Oversized notes will be charged an additional \$15 dollars each.

US or World note



Complete a separate submission form for:

- US and World notes.
- Notes requiring custom holders (sheets, multinotes in 1 holder).
- Notes for reholder.
- Notes for regrade.
- Appearance review.
- PRC notes (Peoples Rep. of China 1948-51 Pick #800-859).
- Only 1 grading tier per submission form.

Label each sleeve with the following information:

- Submission/invoice number (located in red on the upper right-hand corner of the form).
- Line number (located before each note on the submission form).
- Notes must be submitted in the order they are listed on the submission form, otherwise there will be a \$10 adjustment fee per invoice.

Repeat this process for each submission form.

Packing Notes for Shipment

- Multiple submissions can be mailed in the same box and can be shipped back together **upon request**.
- Pack the notes in a well-secured, appropriately sized box with the submission form. We recommend packing a box within a box. Do not tape, staple, glue or paper clip notes to cardboard or sleeves. Use bubble wrap or newspaper to protect notes inside their container.
- Securely seal the package with reinforced shipping tape to prevent tampering en route. Any damaged, unsealed or poorly sealed packages will be rejected and returned to the shipper.
- Do not put raw notes inside a box or envelope without some sort of protection.
- If putting notes inside cardboard or envelope for protection, **please mark that there are notes inside.**



Completing the Submission Form

Important!

- Forms must be completed in English.
- Print all information clearly and legibly.
- Use separate submission forms for US and World notes, different grading tiers.
- Notes in another company's holder requires customer approval to remove (notate on submission form).
- Double check note count.
- List declared value per note for each line. Be sure to total declared value at the bottom of the submission form.
- If submitting online/pdf submission forms, please send 3 copies with your notes.

Reminders

DO

Do use a sleeve that fits the note. A note should slide easily into and out of a sleeve.

Do insert a minimum number of notes per sleeve. Fragile notes should be in their own sleeve.

Do use the correct submission form.

Do label sleeves with the submission/invoice number and line number.

DO NOT

Do not cut, tape, staple, glue, or paper clip sleeves.

Do not mix US and World notes on one submission form.

Do not mix multiple PMG tiers on the same submission form.

Do not place more than 100 notes per invoice.