

Customer Responsibilities Check List

CGC – Certified Guaranty Company Card Submission Process

- Download and fill out online form – if hand written please ensure legibility
- Ensure order of cards are in the order on the form – will not accept if it is not in order
- Be as detailed as possible under collectible description – Card #, Set, etc.
- Sports cards and Trading Card Games **must** be entered on **separate** forms
- Protect Card(s) in a Soft Sleeve and Semi-Rigid or similar protection- bubble wrapped and boxed to ensure collectibles arrive safe to the facilities
- Ensure the number of card(s) on the form matches the number of cards being packed up.
- Select **one** Collectible and **one** Service per form. Example: **Do not mix services like economy and bulk service etc.**
- Print **two** copies of submission form – Ship tracked with signature required and submission forms included, to 4 Lowry Dr, Brampton, ON L7A 1C4 Canada. ATTN: GRADING.
- Ensure payment information is on the form. Available payment options- Visa, Visa Debit, Master Card, or American Express

CGC Comics – Certified Guaranty Company Comic Submission Process

- Download and fill out online form – if hand written please ensure legibility
- Must submit with back board and place in a Comic Bag - bubble wrapped and boxed to ensure collectibles arrive safe to the facilities
- Ensure order of comic(s) are in order of the form – will not accept if it is not in order
- One form per service. Example: **Do not mix services like modern and vintage service etc.**
- Print two copies of submission form – Ship tracked with signature required and submission forms included, to 4 Lowry Dr, Brampton, ON L7A 1C4 Canada. ATTN: GRADING.
- Ensure payment information is on the form. Available payment options- Visa, Visa Debit, Master Card, or American Express

CGC Video Games – Certified Guaranty Company Video Game Submission Process

- Download and fill out online form – if hand written please ensure legibility
- **Must submit** video game with bubble wrap. Ensure you are not putting too much pressure on the game and do not use tape – pack in a sturdy cardboard box. Use additional bubble wrap within the box to prevent sliding in the box. For extra confidence in packing, place the cardboard box in an additional box and place bubble wrap or padding around each side

Important: If packed too tightly, the game(s) inside may be damaged if mishandled.

- Ensure order of video game(s) are in order of the form – will not accept if it is not in order
- One form per service. Example: **Do not mix services modern and retro service etc.**
- Print two copies of submission form – Ship tracked with signature required and submission forms included, to 4 Lowry Dr, Brampton, ON L7A 1C4 Canada. ATTN: GRADING.
- Ensure payment information is on the form. Available payment options- Visa, Visa Debit, Master Card, or American Express

***Do NOT MIX** comics, video games, trading card games and sports cards in one form.

DECLARED VALUE: Please ensure you declare the value of how much each individual item is worth.

***CGC up charges** may apply

****Grosnor Distribution is not responsible** for any collectible(s) being shipped to our facilities until arrived and accounted for

Turn Around Times

- CGC estimated turn around times start once packages are opened and scanned at CGC in Florida
- Turn around times are not guaranteed by CGC. They are just rough estimates and, in some cases, may take longer.

Additional Questions Contact

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