



Authentication

HEA SUBMISSION FORM

HENRY & EDWARD AUTHENTICATION LLC

www.heauthentication.com

For Office Use Only

Submission #
PO #
Date/Time
Approval

Name and/or Company

Ship to Address (NO PO BOX)

City, State, Zipcode

Email:

Cell Phone:

You are:(circle one) Dealer Auctioneer Collector Non-Collector

Work Phone:

Call us about scheduling a House Call or Visit.

All fees must be paid in advance before we can process your order. Incomplete or illegible submission forms will delay turnaround time.

We reserve the right to correct your submission form to reflect our current authentication fees.

All fees are applicable regardless of outcome of authentication.

Table with columns: NO, SIGNER, ITEM TYPE, AUTHENTICATION FEE (Amount, COA, LOA), FOR OFFICE USE ONLY (CERT NUMBER #), DECLARED VALUE. Rows 1-15.

TOTAL AUTHENTICATION FEE(s)/VALUE

\$

All Shipments with a total declared value of \$1000 or more will be returned Signature Required

Shipping Request

UPS, DHL, FedEX, OTHERS checkboxes

1.Total Authentication fee(s) \$
2.Shipping/Handling/Insurance \$
3.Total Charges (sum 1 & 2) \$

Do you want a certification label on your item(s)

OR on your (LOA) Letter(s)?

The pressure sensitive alpha numeric sticker cannot be removed without voiding. HEA will assume discretion if the choice is not made by the submitter.

I have read and agree to the HEA authentication terms and conditions on the back of this form.

Method of Payment

Check or Money Order Cash \$

Received by

Card Visa, Mastercard, Discover checkboxes

Card #

Exp Date CVC Code

Cardholder Name (sign here)

AUTHORIZED SIGNATURE Date (mandatory)

Merchandise Pick-Up Authorized Signature Date:

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 office@heauthentication.com, 514-562-8195
 2. Enter the quantity, item type, autograph signer and authentication 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, 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.

Terms & Conditions

1. For purposes of this Submission Form, Henry & Edward Authentication, LLC, its employees, agents, representatives and/or affiliates are referred to as "HEA".
2. HEA will endeavor to certify submissions within a reasonable time frame. Certification and authentication may involve a collective judgement that is subjective and may require the collaboration of professional opinions which may change from time to time. Therefore, HEA makes no warranty or representation and shall have no liability whatsoever for the time frame to certify a submission nor the opinion rendered.
3. HEA will not be responsible for, nor have an opinion of authenticity, on any item not listed on the submission form and/or accompanied by a HEA result document.
4. All fees paid to HEA are NON-REFUNDABLE. Any payments made via check which are declared NSF, or uncredited checks issued by customer to HEA will incur additional assessed bank fees and charges.
5. HEA exercises reasonable care in handling item(s) submitted for authentication. If HEA determines the customer's item(s) was lost or damaged while in HEA's possession, the customer will be credited in the form of a CREDIT VOUCHER in an amount determined by HEA in its sole discretion which may differ from the customer assigned declared value of the item(s). Any credit issued by HEA will be in the form of a CREDIT VOUCHER that is nontransferrable and valid for (1) year from the date issued. HEA shall have no liability whatsoever for any loss or damage of any submitted item(s) that is not in the custody or control of HEA, including but not limited to UPS or FedEx.
6. Customer agrees to immediately inspect all submitted items, submissions and LOA's (Letter of Authenticity) and report to HEA any damages, discrepancies or mechanical errors within two (2) business days of receipt. Upon customer's notification HEA will provide instructions and necessary steps to resolve. Mechanical errors include, but are not limited to, such errors as incorrect date, designation, name of signer(s) and description of submission. Customer agrees to indemnify and hold harmless HEA and its affiliates against all losses and/or claims (including attorney's fees and court costs) caused by the circulation or sale of a mismarked or inappropriate item or any unauthorized use of a HEA certificate or label.
7. Except as expressly set forth herein, HEA disclaims any and all warranties, express or implied, (including the warranty of merchantability and the warranty of fitness for a particular purpose) regarding its services.
8. The courts of Somerset County, NJ shall have exclusive jurisdiction and venue of any controversy or claim arising out of or relating to any submissions to HEA 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.
9. All submission results will be sent by mail. It is against HEA policy to provide results by phone, fax, or email. No exceptions will be made.
10. Any submissions/items held by HEA for a period of 90 days from the date of the submission that has not been paid for will be placed in HEA storage and may incur additional charges.

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

Estimated Value	Next Day Air Saver	2nd Day Air	3 Day Select	Ground
\$0-\$499	\$79.00	\$41.00	\$32.00	\$22.00
\$500-\$999	\$83.00	\$45.00	\$35.00	\$26.00
\$1,000-\$1,999	\$90.00	\$52.00	\$43.00	\$35.00
\$2,000-\$2,999	\$98.00	\$60.00	\$50.00	\$43.00
\$3,000-\$4,999	\$113.00	\$75.00	\$65.00	\$58.00
\$5,000-\$6,999	\$128.00	\$90.00	\$80.00	\$73.00
\$7,000-\$9,999	\$150.00	\$112.00	\$104.00	\$99.00
\$10,000-\$14,999	\$188.00	\$150.00	\$140.00	\$136.00
\$15,000-\$19,999	\$225.00	\$187.00	\$178.00	\$168.00
\$20,000-\$24,999	\$263.00	\$225.00	\$215.00	\$219.00
\$25,000+	CALL	CALL	CALL	CALL

Henry & Edward Authentication LLC
Tel: 514-562-8195

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