

CAC Submission Procedures

- Coin holders should be clean and free of stickers!
- Every coin submitted must be listed individually- up to 20 coins per submission form.
- Print your submitter member name and number.
- Fill in contact name.
- Complete return shipping address with telephone number and e-mail address.
- Choose return carrier, fill in account number and insurance limit. Please note, we must have a return shipping authorization on file when using your insurance.
- If you do not have insurance, we will ship all submissions Registered Mail and charge you the applicable postage and registered mail fee. If your submission exceeds \$25,000, an additional fee will be charged to cover the insurance up to \$75,000.
- Choose submission tier (**only one tier per submission form**).
- List coins in Red Book® order: coin, date, mint mark, denomination, MS or PF, numerical grade, grading service, variety (i.e. Judd number, commemorative type, color), declared value and unique grading service certification number, i.e. NGC 1660608-003, PCGS 13796504. (Do not list the PCGS coin number.) Total insured value. **EACH COIN MUST BE ENTERED INDIVIDUALLY.**
- Total number of coins and multiply by tier price, enter total amount due. Forward payment by check or money order made payable to CAC with your submission.
- Sign and date your submission.
- Please do not use one submission form to cover coins sent in multiple packages.

Important Notice:

“Vendor hereby acknowledges and confirms that CAC shall have the right and option to post upon its website the details of the transaction(s) reflected within this invoice without obligation or liability to Vendor as a consequence thereof.” All Submissions are F.O.B. CAC’s location. You are responsible for all shipping charges and for choosing the carrier. All risk of loss shall pass to you, the submitter, upon CAC’s delivery to the carrier.

Submitters will be notified by e-mail upon receipt and completion of submissions.