



HOW TO SUBMIT NOTES TO PMG

Please follow these instructions for submitting your notes directly to PMG for grading. By following these instructions, you will prevent any delays in processing your order. If you have any questions, **please contact PMG Customer Service at 1-855-GRADE10 (855-472-3310) or 941-309-1001.**

PREPARING NOTES SUBMISSION

- 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 notate 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.
- Label each sleeve with the submission number and the note line number (e.g. 1234567-001).
- Notes must be submitted in the order they are listed on the submission form, otherwise there will be a \$10 adjustment fee per invoice.
- Any note larger than 195 x 120 mm is considered oversized. Notes or sheets 195 x 120 mm to 205 x 220 mm require an oversized holder.

COMPLETE A SEPARATE SUBMISSION FORM FOR:

- US and world notes
- Notes requiring oversize or custom holders (sheets, multinotes in 1 holder).
- Notes for ReHolder.
- Notes for ReGrade.
- Appearance Review.
- Chinese notes issued from 1948 through the 1953 First Series notes (Pick numbers 800 to 859).
- Only 1 grading tier per submission form.

PACKAGING YOUR 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

- **Forms must be completed in English.**
- Print all information clearly.
- Use separate forms for US and world notes, different grading tiers.
- List declared value per note for each line. Be sure to total declared value at the bottom of the submission form.
- Sign and return, if applicable, the consent form on the back of the submission form cover sheet.
- Double check note count.
- Do not mix multiple PMG Grading Tiers on the same form.
- If submitting online / pdf submission forms, please send **3** copies with your notes.