All Beckett Authentication Services submissions begin with filling out a submission form to accompany your items. Submission forms can be downloaded from our website http://beckett-authentication.com/submission_form and this step-by-step guide will walk you through how to properly complete the BAS submission form.

1. **Submission Number:**
   This unique submission number is the reference number to use (and provide) when inquiring about your submission.

2. **Ship to Information:**
   Clearly print your name and shipping address in the space provided. Please note, we are unable to ship to P.O. Boxes. It is important to provide a contact number and email address in the event we have questions regarding your order. You will also automatically receive status updates regarding your submission via email.

3. **Ship Via:**
   Select your shipping method choice. If no shipping choice is elected, your order will be returned FedEx Ground signature required.

4. **Item Description:** Describe and value each item submitted for authentication in this area.
   a. **Quantity:** Fill in the total quantity of identical items listed on each line.
   b. **Item:** Fill in the type of item that has been signed.
   c. **Signer:** Fill in the name of the signature being submitted for authentication. (In the case of multi-signed items, the primary signature is the autograph that holds the most value).
   d. **Number of Signatures:** Fill in the total number of signatures on the item.
   e. **Authentication Fee:** Fill in the authentication fee found at http://beckett-authentication.com/pricing
   f. **Letter Upgrade (Optional):** Check this box if you would like to upgrade your item, priced $49 or under, to a full letter of authenticity for an additional fee of $10. Full premium letters are automatically issued for items submitted with authentication fees $50 and above, no additional payment is required.
   g. **Autograph Grading (Optional):** Check this box if you would like to add autograph grading to your item. Grading fees vary based on the authentication fee and can be found on the chart located on the reverse of the submission form.
Have more than 12 items to submit? You may list additional items on subsequent forms or a separate sheet of paper, such as a spreadsheet. Please write the page number at the top right-hand corner of each page.

5. **Calculate the Subtotals:** Add together the total quantity of items, total authentication fee and total declared value and record it in the appropriate columns.

6. **Calculating the Amount Due:** Based on the subtotals from above fill in the appropriate authentication fees, letter upgrade fees, and autograph grading fees.

   j. **Insurance:** Fill in the insurance cost from the reverse of the submission form. Note, insurance applies to all carriers and is based upon the declared value of the package.

   k. **Shipping:** Based on your shipping method choice, calculate the return shipping fee. You are responsible for return shipping on each submission unless you have your own account with FedEx/UPS. The shipping fees are located on the reverse of the submission form and are calculated from the total number of items and the shipment method you prefer. Shipping rates are subject to change, contact Customer Service to verify that you have the most up-to-date fees.

   l. **Tax:** Texas residents must calculate 8.25% tax to their submission.

7. **Total Charges:** Add together all of the applicable fees and write the total on this line.

8. **Method of Payment:** BAS accepts personal and business checks, money orders or Visa/Master Card/American Express/Discover credit cards. While we accept cash at shows, we do not recommend mailing cash for payment. The payment must be included with the submission or the order will not be processed.

9. **Authorized Signature:** Please read the BAS Terms & Conditions located on the reverse of the submission form and sign here. Failure to sign the form will delay your order, as BAS will not process orders with your acceptance to the BAS Terms & Conditions.

Once the submission form is completely filled out you are ready to package and ship your items to Beckett Authentication Services. Details on how to properly pack and ship your items can be found at: [www.beckett-authentication.com/resources/packing](http://www.beckett-authentication.com/resources/packing)
## Autograph Authentication

Becket Authentication Services
4635 McEwen Road, Dallas, TX 75244
(972) 448-9188  www.beckett-authentication.com

**SUBMISSION #:**

1 123456

### Ship To: (No P.O. Boxes)

- Residential
- Business

<table>
<thead>
<tr>
<th>Name:</th>
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<table>
<thead>
<tr>
<th>Address:</th>
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<table>
<thead>
<tr>
<th>City, State Zip:</th>
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<table>
<thead>
<tr>
<th>Phone:</th>
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<table>
<thead>
<tr>
<th>Email:</th>
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### Ship Via:

Orders will be shipped FedEx Ground unless a different method is selected below.

- Priority Overnight
- 2-Day
- Express Saver
- International
- Ground
- My FedEx Account #

### Office Use Only

- Invoice #:
- Job #:
- Customer #:
- Date Rec’d:

###CALCULATING AMOUNT DUE

1. Authentication Fee: $___
2. Letter Upgrade: $___
3. Autograph Grading: $___
4. Insurance (see table on reverse): $___
5. Shipping (see table on reverse): $___
6. Tax (Texas Residents Only add 8.25%): $___

**7. Total Charges (Add Lines 1-6)** $___

**8. Payment Options:**

- Check/Money Order (Please DO NOT send cash)
- AMEX
- Visa
- MC
- Disc.

Card #: {Credit Card Information}

Exp. Date: {Expiration Date}

CVC Code: {CVC Code}

Name: {Customer Name}

Signature: {Customer Signature}

**9. In Person Pick-Up (ID Required)**

Authorized Signature: {Signature}

Date: {Date}

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Updated 1/2017

Pink Copy - Customer