



**Jay Smith
Expertizing Service
Submission Form**

Enclosed for examination is the following item believed to be:

Country: _____

Catalog Name: _____

Catalog Number: _____

Catalog Value: _____

The item is (circle only one):

Mint, OG, Never Hinged

Mint, OG, Hinged

Mint, no gum

Mint, Regummed

Used

On Cover

Other information: _____

Specific information desired or special instructions:

The item has been previously expertized:

____ Yes ____ No

If yes, give expertizer/committee name:

Certificate #: _____

Date issued: _____

Opinion given:

Please submit one form per item.

Only one shipping fee will be charged for all items submitted together in the one sending and returned in one sending.

I have read and fully understand the Jay Smith Expertizing Service Terms and Fee Schedule.

I will, if desired, provide my own insurance coverage against loss or damage during transit.

Name: _____

Address: _____

Daytime phone: _____

Email address: _____

Date submitted: _____

Signature: _____

Current specialized/Facit catalog value* of the item:

Catalog used: _____

Circle appropriate fees	for office use only
*Value \$800 or less \$ 20.00	_____
*over \$800 @ 2.5% \$ _____.____	_____
Cover, add \$ 5.00	_____
Set or group, add \$ 5.00	_____
Ovpt/surcharge, add \$ 4.00	_____
Return Shipping:	
In US under \$2000 \$ 10.00	_____
In US over \$2000 \$ 22.00	_____
Outside US \$ 20.00 min	_____
Total Fees \$ _____.____	_____

Charge the fees to my MasterCard or Visa:
(will speed processing)

Account #: _____

Expiration date: _____

3 digit verification code (from back of card): _____

Signature: _____

Jay Smith & Associates P.O. Box 650 Snow Camp, NC 27349

Toll-Free Number: 1-800-447-8267 (outside U.S. & Canada: 336-376-9991)

email: js@JaySmith.com www.JaySmith.com fax: 336-376-6750

Version: 2011-03-28



Jay Smith Expertizing Service Terms and Fee Schedule

You will receive a color-illustrated certificate clearly identifying and describing the item, with a statement regarding authenticity, condition (mint hinged, mint never hinged, used, etc.), and quality, with notations of any defects, repairs, or other problems. Identification is made using the Scott Catalog and the appropriate specialized Catalogs (Facit, NK, AFA, Norma, etc.).

I endeavor to maintain an average turnaround time of two weeks or less. Most certificates are issued only for individual stamps, covers, blocks, etc. In certain cases it may be possible to obtain a single certificate for a set or group of items, at an additional charge. This is not recommended for items that you plan to sell.

Submissions will not be signed, marked, encapsulated, or altered in any way.

My certificates represent my opinion regarding the item and carry with them absolutely no guarantee or warranty of any sort unless expressly stated in writing on the certificate. (Guaranteed certificates are only available at the time of purchase for items purchased from me and are free for costly items that warrant a certificate, but may also be obtained for a modest fee for items that do not normally warrant a certificate.)

Specific questions, requests for additional information, or opinions regarding value, shall be answered when possible, though there may be a small additional charge. Please state any questions clearly and concisely. *In any event, please include your email address for speedier service in case I have a question for you.*

Prior to submission, used stamps or mint stamps without gum should be thoroughly cleaned (soaked), if it is safe and appropriate to do so, of any hinges, paper remnants, or other adhesions. Items not properly prepared may result in being returned without a certificate and with an administrative fee charged.

Fees for Color Certificates:

Items, catalog value* \$800 or less, Minimum fee: \$20.00

Items, catalog value* above \$800, fee: 2.5% of catalog value*

Covers, additional fee: \$5.00

Stamps with surcharges or overprints, additional fee: \$4.00

Sets or groups of stamps (only possible in certain cases), additional fee: \$5.00

Additional fees may apply to very high value items, items requiring extensive research or consultation with other experts, or for the answering of related questions, opinion of value, etc.

Items for which no current catalog value is available will incur fees based on my estimate of their market value.

Forgeries, counterfeits, bogus stamps, etc., and low-value stamps obviously incorrectly identified, are subject to a minimum fee of \$15 for the first item and \$10 minimum each for additional items in the same sending (plus return shipping charge) if the owner has explicitly requested that no certificate be issued in such a case. If I am not able to render an opinion and thus a certificate is not issued, there will be only a \$10 administrative charge, plus the cost of return shipping.

Return Shipping Charges:

Value \$2000 or less, mailed** to U.S. address: \$10.00

Value \$2000 or more, mailed*** to U.S. address: \$22.00

Value \$3000 or more, mailed*** to U.S. address: \$24.00 minimum, additional cost depending upon value.

Any value, mailed**** to non-U.S. address, sent by registered mail: \$20.00

Other mail services, heavy items, etc., may have additional charges.

* Catalog value refers to the value listed in the appropriate specialized catalog (not the Scott Catalog), such as the Facit Catalog. (An exception is the Norgeskatalogen which uses a different valuation method.)

** Sent by Certified Mail, with philatelic insurance.

***Sent by Registered Mail, with primary postal insurance (no limit) and backup private philatelic insurance (limit \$25,000).

**** Sent by Registered Mail; insurance only available in certain cases. Please confirm situation before submitting items. Express Mail (highly recommended, and sometimes required, for shipments to other countries) also available at additional cost. Customs paperwork and costs for entry into country of destination is the responsibility of the submitter.

Shipment of items to me is done at the submitter's risk while in transit. While in my custody, items are covered by my philatelic insurance. Shipment of items back to the submitter is insured per the information in the Return Shipping Charges section; the insurance coverage is based by the insurance company or post office upon the opinion I have rendered, not upon the submitter's original identification. While I will endeavor to best represent the submitter's interests in insurance matters, the insurance company or post office shall make the final decision regarding value of and payment of claims for lost items and I shall have no responsibility for any such decision.

Payment:

All fees and charges are in U.S. Dollars. Advance payment is required. Because of the possible variability of fees, I highly recommend payment be made using MasterCard or Visa. Credit card information may be submitted accompanying the submission(s) or via the Internet to my secure web site at <https://secure.JaySmith.com>.

If you do not use a MasterCard or Visa, payment may be made by check or money order in U.S. Dollars, or by cash (at sender's risk) in U.S. Dollars, Euros, Swedish Kroner, Danish Kroner, or Norwegian Kroner. Additionally payment may be made with full gum U.S. postage at 80% of face value; request details.

If you are not using a credit card for payment, you will receive much faster return of your submissions if you pay in excess of the anticipated fees and charges. In such cases, please clearly instruct me as to whether the excess should be refunded in U.S. Dollars or be kept on account for future submissions.

Clients expecting to make regular submissions may establish an account by pre-paying at least \$100. Additional pre-payments to "refill" the account will be requested as necessary.

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