



## HOW-TO GUIDE FOR SUBMITTING CARDS TO PSA



# PSA SUBMISSION INSTRUCTIONS

## Packaging Guidelines

Please follow the instructions below to prepare your items for shipment to PSA.



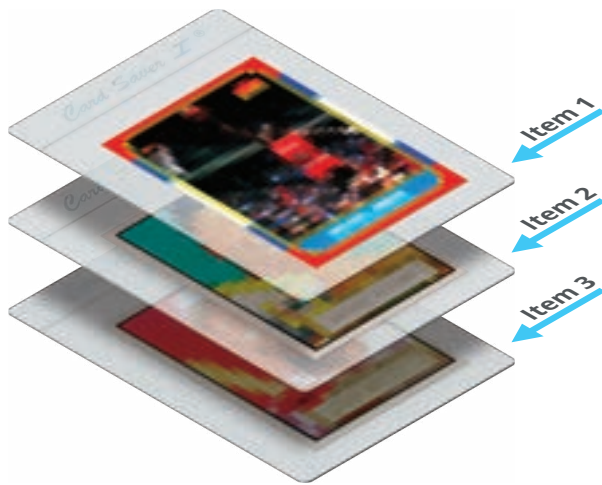
### STEP 1

Place each item in a protective flexible pouch (Ex. Card Saver I®). The flexible pouch you choose must be sturdy enough to allow us to remove the item safely.

For the protection of your items, you may want to insert your cards/tickets into a soft card sleeve or mylar before inserting into the Card Saver.

**PSA advises against submitting in top loaders, hard acrylic cases or screw down holders.**

Submissions received in these types of cases will experience delays in processing and the cases will not be returned with your submission.



### STEP 2

**When packaging the items for shipment, please make sure to place the items in the same order they are listed on your Online Submission Center confirmation page.**

**Items not submitted in the correct order will result in a 5% service charge on your order and longer processing time.**

**Note:** Do not place labels, stickers, or write on the outside of Card Savers. If an item arrives with a manufacturer's seal/sticker, be advised that PSA will remove it for processing purposes.

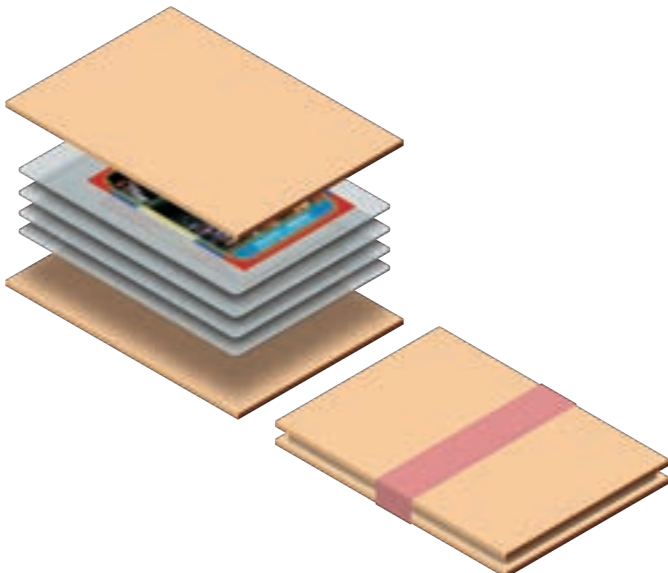
### STEP 3

Place all your items between two slightly larger pieces of cardboard. Hold the package together with rubber bands.

Ensure that the rubber bands are not too tight.

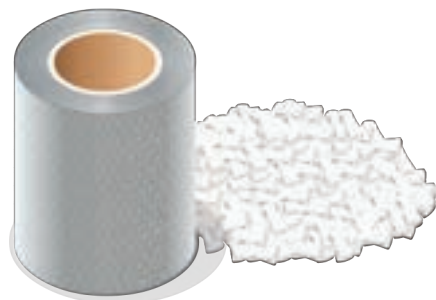
They should be just tight enough to hold the cardboard pieces together and prevent the items from falling out.

**CAUTION: If packed too tightly, the items inside may get damaged.**



# PSA SUBMISSION INSTRUCTIONS

## Packaging Guidelines (cont.)



### STEP 4

Protect the items with packing material such as bubble wrap or other shipping/packing material.



### STEP 5

Pack the items in a sturdy cardboard box along with your Online Submission Center confirmation pages. If using styrofoam pellets to pack the items, please be sure the items are kept together in some manner, so they are not scattered about the box when it is opened.

Make sure that they are not packed too tightly. This may cause damage if mishandled by the mail carrier.

Use packing tape to completely seal the outside of the box.