

ICCS SERVICE REQUEST

International Coin Certification Service ; 2010 Yonge St., Suite 202, Toronto, Ontario, M4S 1Z9
Tel. # (416) 488-8620; Fax # (416) 488-6371

Name: _____ Company Name: _____

Address: _____

City/ Town: _____ Prov./ State: _____ Postal/ Zip Code: _____

Telephone (Area Code): _____ ; _____ ; _____
(Home) (Office) (Fax)

Item No.	Country	Denomination	Date & Variety	Owner's Value	SHADED AREA FOR ICCS USE ONLY		
					ICCS #	Grade	Shipping Data
1							Date Received:
2							
3							
4							Method & No.:
5							
6							
7							Date Sent:
8							
9							
10							Method & No.
11							
12							
13							
14							
15							

INFORMATION

- Please list coins in order of denomination and date (including varieties). One coin per line and please double check your listing. **ICCS is not responsible for missing coins upon arrival at ICCS offices.** Misattributed coins will be returned ungraded.
- Submit all coins in vinyl flips, U-Do-It holders or envelopes. Original holders will not be returned. Coins submitted in non-standard holders will be levied an additional handling fee.
- A minimum fee of \$3.00 per coin will be charged for all coins submitted regardless of whether or not ICCS offers a professional opinion. **Please note ICCS does not certify error coins.**
- Coins will be returned only to the above address.
- Same Day Express grading by appointment only.
- Registered Mail return postage limits: \$4,000./package or 500 grams/package.
- Return shipping insurance is automatically \$100. per package. If you require additional insurance, state the total value as \$_____. If blank or zero value, then the coins will be returned with a maximum insured value of \$100.
- Payment by personal cheque or money order is acceptable. Payment must accompany Service Request Form at the time coins are submitted.
- **NOTE:** Coins that have been removed or are removable from previously ICCS sealed holders are subject to a full re-grade. In such cases any previously assigned grade is no longer valid. This service request will not be processed until this form has been signed by the submitter.
- Standard turnaround is 10 to 12 business days upon arrival at ICCS. Turnaround for bulk discount rate services are 6 to 8 weeks (longer for lots greater than 200 coins).
- **GST (5%)** applies to residents of Quebec, Manitoba, Saskatchewan, Alberta, British Columbia, the Territories and International submissions.
- **HST (13%)** applies to residents of Ontario.
- **HST (14%)** applies to residents of Prince Edward Island.
- **HST (15%)** applies to residents of Nova Scotia, Newfoundland and New Brunswick.
- **This form is effective January 1, 2017 and supersedes all previous ICCS forms.**

GRADING FEE SCHEDULE

REGULAR SERVICE (10-12 Business Days) (All GOLD coins and TOKENS at \$15.00 / coin)	\$ _____
(All DECIMAL coins at \$12.00 / coin)	\$ _____
BULK SERVICE (6-8 Week Turnaround) (50 or more coins at \$9.00 / coin) (100 or more coins at \$7.00 / coin)	\$ _____
EXPRESS SERVICE Same Day at \$50.00 / coin Next Day at \$35.00 / coin One Week at \$20.00 / coin	\$ _____
OTHER SERVICES	
Crack-outs of cross-graded items at \$7.50 / coin	\$ _____
Charlton Variety Reference #'s at \$6.00 / coin	\$ _____
Returned Coins, Scanning Rejects, Repackaging and Non Standard Variety Recognition at \$3.00 / coin	\$ _____
SHIPPING & HANDLING Number of Registered Mail Packages (\$15.00 / package)	\$ _____
Return by Priority Courier or FedEx (Price To Be Determined)	\$ _____
RETURN SHIPPING INSURANCE (\$6.00 per \$1,000.)	\$ _____
SUBTOTAL	\$ _____
GST/HST # 120626205RT0001 _____ % (See information for applicable rates)	\$ _____
TOTAL DUE	\$ _____
MAKE CHEQUE PAYABLE TO ICCS.	\$ _____

Date: _____ ; Signature: _____

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Item No.	Country	Denomination	Date & Variety	Owner's Value	SHADED AREA FOR ICCS USE ONLY	
					ICCS #	Grade
16						
17						
18						
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