

Printable NGC Grading form

All coins submitted for grading must include a form. Print pages 1 and 2 and send with coins

One column per item. Fill only pale coloured fields.	Item 1	Item 2	Item 3	Item 4	Item 5	Item 6	Item 7	Item 8	Item 9	Item 10
Submission number (office use only)										

Issuing country										
Denomination										
Mint mark?										
Description / name of coin										

Tier										
Coin or Medal/token?										
Declared Value for insurance and estimate										
Year (no date ranges) If BCE, you may type 0)										
Metal (if alloy contains gold, select "gold")										
Tier cost										

Conservation	All 1965+ coins will be submitted for conservation by default, unless you specifically state conservation is not required. When conservation is requested but not carried out, a £5 fee applies.									
Decline conservation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conservation cost										

Extras	For full details of NGC charges, and extras, please see www.ngccoin.uk/submit/services-fees/ngc/ and for available labels, please see www.ngccoin.uk/coin-grading/labels/									
Informal assessment before grading* (min £5)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Permission to use images in my social media **	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Early/first releases label required? (£18.00)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Special label required? (£8.40)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Special label - state label code										
Is a variety or error required on label? (£18.00)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
State variety/error/catalogue number										
Is the coin over 4mm thick? (thick holder: (£4.80)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
And over 45mm diameter or 9mm thick? (£25.20)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the coin's pedigree required on label? (£4.80)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you give me permission to put item in coin flip?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you require your capsules to be returned?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Would you like NGC images taken? (£4.80)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Would you like NGC PhotoVision+ images? (£8.40)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extras total										

Item Total										
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Service flat fee (includes return postage) £25.00 **Please note** - For low-demand combinations of coin tier and conservation an additional form fee of up to £13 may apply. Pay £13 extra

Total estimated cost for all items Alternatively you can delay grading until there are sufficient submissions for this combination, when a reduced or no form fee will apply. This will not apply to modern tier. **If your coins are a low-demand combination, please tick your preference** Wait

Your details

Name	
Username (e.g. TSF/Whatnot/Facebook)	
Address	
Email address	
Phone number (optional)	
Where did you hear about this service?	

Declaration

I have taken detailed and high resolution photos of both sides of all coins before submitting, and will keep these until grading is completed in the event of a claim being required.

I understand that in the event of damage occurring during the course of grading, a claim will be made to NGC using evidence I provide, and it may take up to 4 months to receive a resolution. The maximum available compensation will be the declared value for the coins as stated on this form.

Sign and date _____

*This is a courtesy service: I will note any blemishes I observe and send you a brief report. After assessment, you can withdraw your item for only cost of return postage. I will make no guarantees as to the grade and there will be no discount on grading fee if coin does not achieve desired/expected grade. Cost is £1 per coin, minimum £5

** With your permission I may share photos or videos of items before and after grading for educational content on YouTube, Facebook, Whatnot and other social media. Your identity will remain strictly confidential but the barcode number will be visible.

Grading instructions, process and timescale:

1. Print pages 1 and 2, and fill out.
2. Take high resolution photos of both sides of coins before packing. These photos may be extremely helpful in the event of any issues so keep these safe.
3. Post coins and form to Andrew Phethean, PO Box 11864, Stonehaven, AB39 9AU with Special Delivery. Send photo of proof of posting to me: andrew@havenpreciousmetals.co.uk
4. I will submit coins usually within 1 month, and will inform you of the submission numbers when submitted. (Day 1)
5. When coin is graded I will inform you of the grade. (This varies from day 20 to day 40)
6. When NGC have invoiced me, I will invoice you. (Varies from day 30 to day 50)
7. When coins are back from NGC I will post to you on receipt of payment. (Varies from day 40 to day 60)

NB: The timescales are variable, as there are sometimes delays from NGC London office posting to USA. Allow up to 10 weeks total turnaround

Submission numbers

All coins are strictly allocated to a unique submission number, which you will be informed about when I submit. This submission number may change if NGC do not correctly combine forms, or may decrease in line number if coins above yours on the form are withdrawn, but regardless, the coin you supply will be the coin that is returned.

Pre-screening - £1 per coin (minimum £5)

This is a courtesy advice service where I will see if the coin is suitable for grading and conservation. I will remove the coin from bag/capsule/flip and inspect with a loupe under bright light. I may use a bulb blower to blow any dust off but nothing further. I will point out any defects I observe. These observations will not be exhaustive. It is often impossible to assess whether defects are dirt on the surface of the coin (which may disappear through conservation, which in turn may reveal previously unseen defects), or defects of the coin itself (which may down-grade the coin). Modern proof coins that have been handled can often improve dramatically through conservation and can even result in a PF70 coin. I will note my best guess about the nature of the defects and usually recommend conservation where such defects could potentially be removed and result in an otherwise good coin.

Following my observations, the decision whether or not to grade rests with you, and if you choose not to grade, your only charge will be £5 total or £1 per coin plus return postage.

Conservation:

This is carried out by NGC in USA. Coins that are not suitable for conservation (e.g. coloured coins) will not be conserved.

If NGC decide that a coin put down for conservation doesn't need it, they will not carry it out, but will charge a £4.80 evaluation fee. If you do not feel conservation will be worthwhile and do not wish to pay the £4.80 fee, tick "decline conservation" on the form. In practice, ~30% of coins requested for conservation actually get conserved.

Conservation can improve the appearance of coins, and in some cases improve the grade. There is a risk that conservation can reveal previously invisible damage and lower the grade.

It is not possible to have a coin conserved, then assessed prior to deciding whether or not to grade.

PF69/PF70

I can never guarantee a PF70 by looking at a coin. The visual difference between PF69/70 is negligible, and receiving a PF69 when a PF70 is expected is **always** a risk even for coins in sealed packaging. By deciding to grade you should accept this risk.

Grading Price list

All prices include VAT

Total cost comprises: tier + conservation + extras + postage + £25 service charge.

Service charge includes return postage and only apply once regardless of number of coins submitted.

Return postage is fully insured, and will be by **Royal Mail Special Delivery** for all parcels over £120 value and **Royal Mail 1st Class signed for** for lower value parcels.

Tier price list (prices include VAT at 20%)	Maximum value	Price
Unlimited WalkThrough (US / World Coins) All coins except ancient coins.	Unlimited	£360.00 plus 1.2% value
Unlimited WalkThrough (Ancient Coins)	Unlimited	£480.00 plus 2.4% value
WalkThrough (US / World Coins) All coins except ancient coins.	£20,000	£270.00
WalkThrough (Ancient Coins)	£20,000	£378.00
Express (US / World Coins) All coins except ancient coins.	£7,500	£84.00
Express (Ancient Coins)	£7,500	£156.00
Standard (All coins)	£2,500	£50.40
Gold (All common date gold coins except ancient coins)	£4,000	£50.40
Economy All non-gold coins. Ancients submitted under Economy tier get a basic description/grade only.	£250	£30.00
Modern All US or world coins struck 1965 to present (except patterns, die trials, etc.), or US or world tokens and medals struck 1990 to present, both private and official.	£2,000	£23.00

Extras price list

Return of capsules	£5.00
Early releases label	£18.00
Special label	£8.40
Variety/error noted on label	£18.00
Oversize holder	£25.20
Thick holder	£4.80
Pedigree	£4.80
NGC Internet imaging	£4.80
NGC PhotoVision Plus	£8.40
Reholder	£15.60
High value reholder	£66.00
Oversize reholder	£30.00
High value Oversize reholder	£108.00

Service charge (includes return postage of your submission) £25

Conservation price list	Maximum value	Price
Conservation is at discretion of NGC and if requested but not carried out, a £5 charge will apply.		
Standard Conservation All coins*. Modern non-gold coins requiring oversize holder will be conserved at this price.	unlimited	4.20% (Min £20.40)
Gold Conservation All uncertified gold coins, both vintage and modern, except ancient coins and coins requiring an NGC Oversize Holder (over 45 mm).	£4,000	£25.20
Modern Conservation Coins dated 1965 to present (except patterns, die trials, etc.), or uncertified US or world tokens and medals struck 1990 to present, both private and official, except coins, tokens and medals that require an NGC Oversize Holder (over 45 mm).	£2,000	£12.00