VAULTIFYUK

Grading Submission Checklist

Tick each step as you go. One sheet per submission.

1 · BEFORE YOU BEGIN

- [ ] Grader and service level chosen
- [ ] Submission created on the grader's website
- [ ] Grader's current packing instructions read
- [ ] Thick or oversized cards checked for holder needs
- [ ] Every card photographed, front and back
- [ ] Card list written in submission order

2 · SLEEVES AND HOLDERS

- [ ] Clean, dry surface; hands washed
- [ ] Each card in a new, clean, clear sleeve
- [ ] Each sleeved card in its own semi-rigid holder
- [ ] Holder type and size match the grader's request
- [ ] No tape, pull tabs or sticky notes on any holder
- [ ] Nothing forced into a tight sleeve or holder

3 · STACKING AND PACKING

- [ ] Holders in submission order, all facing the same way
- [ ] Each holder between two pieces of cardboard
- [ ] Two bands on the cardboard: snug, not tight
- [ ] Up to 3 packs per foam wrap, one band
- [ ] Sturdy, undamaged box, cushioning on every side; gaps filled so nothing can move
- [ ] Paperwork inside; grader's label or ID outside; seams taped

4 · POSTING

- [ ] Tracked service, with cover checked for trading cards
- [ ] Compensation limit and exclusions checked
- [ ] Proof of postage and tracking number kept
- [ ] Submission number noted below

5 · SUBMISSION DETAILS

Grader and service		**Submission number**	
Date posted		**Tracking number**	
Number of cards		**Declared value**	

#	Card (as entered on the form)	Photographed
1		
2		
3		
4		
5		

More than five cards? Use the continuation sheet (cards 6 to 30), from the same guide page.

Your grader's instructions come first. Graders publish their own packing rules, and they differ (ACE, for example, asks for no elastic bands round cards). Where anything here disagrees with your grader, follow the grader.