

## ***Harper Numismatic Photography Submission Form***

STEP 1 – Download this form and fill it out electronically **and** print it out to complete it legibly (easy to read) in dark pen.

STEP 2 – Once you have finished the form, send it to me by email to HarperNumismatics@gmail.com and fold the printed one neatly and put it in the package along with your coin/s.

STEP 3 – Make a package with the coin/s and the printed form and send it to me as you would send any other package to someone else. When packaging your coins, don't make it impossible to open, but don't make it too easy to open either. I suggest using a box and individually wrapping the coin/s with bubble wrap or some other protective cover. Then fill the box fully with the protective substance and put the coin/s in. When closing the box, use strong, thick tape so that the box does not accidentally open. Make sure that the box is not too heavy according to its size and also that the contents cannot be heard rattling when it is shaken. This reduces the chances of anyone stealing the coins in your package. Although this rarely happens, make sure it will **never** happen to your package. I am not responsible for the shipping of your coins to my destination. If the coin/s are lost or stolen ***while in possession by the postal service***, I will do the most I can do to get them to refund the value you estimate the coin/s are worth, but I will not personally refund you *except* if the coin/s are damaged or lost while in **my** possession. Then, purchase shipping from USPS and print a label to attach to the package. When you email the form and pay me, I will give you the address for you to send the package. I will not show the address until you have paid for privacy reasons. **DO NOT PAY ME IN CASH THROUGH THE PACKAGE!**

STEP 4 – To pay me, please pay me via my PayPal. I will inform you more about payment when you send me your submission form, not your coins. ***Please hold on to your coins until you have paid me and until I tell you that you are ready to send them.***

STEP 5 – Once the package arrives at my destination, I will send you an email notifying you that the coin/s have arrived safely. Then, I will open the package and start photographing the coins after checking them based on the submission form in the email and in the package.

STEP 6 – When I have finished taking the pictures and edited them, I will send them electronically to you via your email in the best size possible.

STEP 7 – Then I will package the coin/s back up in boxes and wrap them in bubble wrap. I will fill the box to the brim in bubble wrap to ensure maximum security when it returns to you. I will use USPS to ship the coin/s back and I will include a tracking number so that you know when the coins arrive at your place.

STEP 8 – Please make sure you have read the above steps to make sure you do everything correctly. When you are ready, please complete the order form below. Thank you for allowing me to take pictures of your fantastic coin/s!

### Return Shipping Information

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Email \_\_\_\_\_

	Date, MM	Denom.	Serial (Option)	Service/s	Value	Cost (inc. shipping)
Ex.	1887	\$1	34176642	E, M, B	\$110	\$12
Ex.	1791 A	2 S	Raw	HQ, B	\$105	\$6
1					\$	\$
2					\$	\$
3					\$	\$
4					\$	\$
5					\$	\$
6					\$	\$
7					\$	\$
8					\$	\$
9					\$	\$
10					\$	\$
11					\$	\$
12					\$	\$
13					\$	\$
14					\$	\$
15					\$	\$

\$ \_\_\_\_\_ \$ \_\_\_\_\_

#### Codes for Services

High Quality – HQ

Exhibition – E

Macro – M

Black Background – B

White Background – W

Original Background (White paper/TPG slab color) – O

## Extra Notes

Please write down any notes or special requests below.

*Example: I would like the macro images and the exhibition images for the PCGS MS63 1887 Morgan Dollar. For the macro images, please take the die crack in the "STA" of "STATES". I would just like regular shipping speed.*

*Thank you so much for letting me take incredible pictures of your coins!*

*- William Harper -*