

Shipping Instructions

How to properly submit your records to ensure they reach us safely and without any damage.



STEP ONE

Preparing Your Submission

After you've completed your submission via our site, you will receive a confirmation form that outlines the records you're submitting. Confirm your list includes all of the records you're submitting, along with your return address.

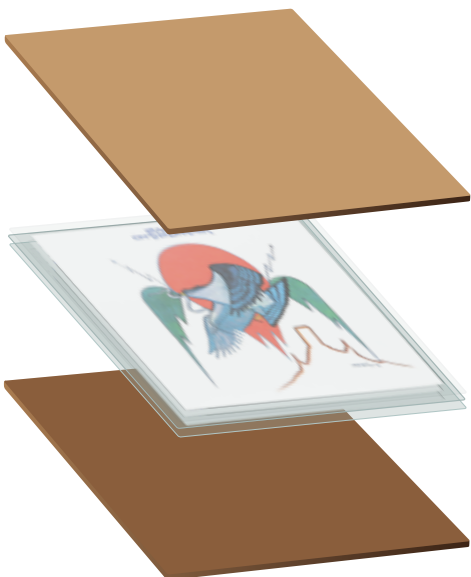
Print the confirmation form, as you will need to include a copy of this form with your shipment.

STEP TWO

Preparing Your Submission

Remove the record from its cellophane cover (if new) and place the record into its inner sleeve, and place the record and sleeve into the record jacket.

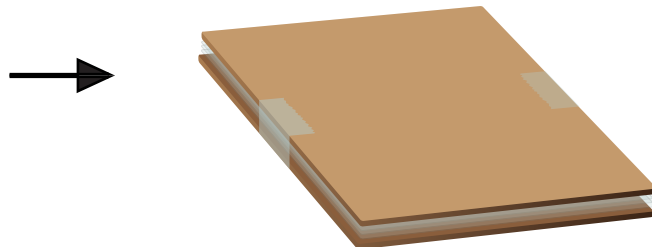
Best practice is to place all of the items into an outer poly sleeve. This helps prevent seam splitting during transit.



STEP THREE

Preparing Your Submission

Place your record in its poly sleeve between two slightly larger pieces of cardboard.

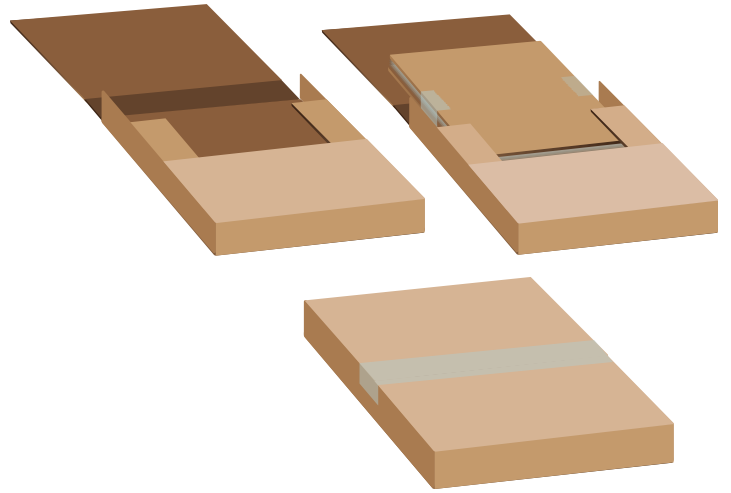


STEP FOUR

Preparing Your Submission

Place the record in its poly sleeve and 2 surrounding pieces of cardboard into a record mailer. If you use a standard square record mailer, we highly recommend that after placing the record in the standard mailer that you then place that into a larger mailer to ship. This will help ensure that corners are not damaged in transit.

This will help ensure that corners are not damaged in transit. We recommend Whiplash standard or jumbo LP mailers as they have extra cushion on each end to prevent corner damage. You can buy those [here](#) or your local record store.



STEP SIX

Preparing Your Submission

Place your Submission Form (Confirmation Form) inside your package.

Ship your package to the following address:

Audio Media Grading
2257 Vista Parkway
Unit 15
West Palm Beach, FL 33411

We strongly recommend that you insure your package with the shipping company you use.

NOTE: Tuned In Grading is not responsible for packages lost or damaged in transit.

STEP FIVE

Preparing Your Submission

If using a standard square mailer, we recommend that you pack the mailer in a new, sturdy cardboard box along with your Submission Form.

Make sure that the box is not packed too tightly. This may cause damage if mishandled.

