

- 1** DON'T FORGET TO INCLUDE YOUR **SUBMISSION FORM** INSIDE YOUR SHIPMENT WHEN SENDING IN YOUR ITEM
- 2** YOU MUST LABEL YOUR ITEMS WITH ALL THE REQUIRED SIGNING INFORMATION. DO NOT LABEL THE PACKAGING, LABEL THE ITEMS THEMSELVES. YOUR ITEMS MUST BE READY TO BE SIGNED WHEN TAKEN OUT OF PACKAGING.  
  
THAT INCLUDES MARKING ALL ITEMS WITH: WHAT PEN COLOR, PEN TYPE, SIGNATURE LOCATION, INSCRIPTION LOCATION (IF APPLICABLE), WHERE YOU WANT THE AUTHENTICITY HOLOGRAM (IF YOU DON'T WANT ONE PUT "NO COA"), YOUR NAME, MY NAME, AND YOUR ORDER #.  
  
LABEL YOUR ITEMS WITH PAINTERS TAPE OR POST IT NOTE (VARIES DEPENDING ON ITEM YOU ARE SENDING IN, SEE LABELING GUIDELINES FOR MORE INFORMATION).  
  
DON'T PUT THE PAINTERS TAPE OR POST-IT NOTE ON THE SPOT WHERE THE ATHLETE NEEDS TO SIGN. PUT IT OFF TO THE SIDE SO THE ATHLETE HAS ROOM TO SIGN IT WHERE YOU WANT. AGAIN, YOUR ITEM MUST BE READY TO BE SIGNED WHEN TAKEN OUT OF THE PACKAGING AND HAVE ALL THE REQUIRED INFORMATION ON THE ITEM ALREADY. NOTE, THAT DOES NOT MEAN SHIP YOUR ITEM LOOSE IN THE PACKAGING. STILL PUT PHOTOS AND CARDS IN TOP LOADERS AND JERSEYS IN BAGS. BUT WHEN THEY GET TAKEN OUT OF THEIR RESPECTIVE PACKAGING THEY SHOULD BE READY TO BE SIGNED.  
  
*Add your name, our name, and order # some place on the item itself.*  
*For example,*  
*Joe Smith/Powers Sports Memorabilia/Order #1000.*
- 3** INCLUDE YOUR PAID ORDER RECEIPT IN YOUR SHIPMENT.
- 4** SHIP ALL ITEMS FOR ANY SIGNING TO...

POWERS SPORTS MEMORABILIA/ORDER #  
923 NE WOODS CHAPEL RD, SUITE 203  
LEE'S SUMMIT, MO 64064

## FREQUENTLY ASKED QUESTIONS ABOUT AUTOGRAPH SIGNINGS

DO I NEED TO INCLUDE A RETURN SHIPPING LABEL ?

**NO,  
RETURN SHIPPING IS CHARGED  
AT CHECKOUT**

WILL I RECEIVE A TRACKING # WHEN YOU SHIP ME  
BACK MY ITEM ?

**YES**

WILL YOU NOTIFY ME ONCE YOU RECEIVE MY ITEM ?

**YES,  
RECEIVED EMAILS ARE SENT EVERY  
THURSDAY, PLEASE PROVIDE AN EMAIL AT  
CHECKOUT IF YOU WOULD LIKE TO BE  
NOTIFIED WE HAVE RECEIVED YOUR ITEM**

DO I NEED TO INCLUDE A PEN ?

**NO**

BEST WAY TO MARK MY ITEM WITH INSTRUCTIONS ?

**PAINTERS TAPE OR POST  
IT NOTE DEPENDING ON ITEM**

HOW DO I MARK MY TRADING CARD PROPERLY ?

**USE A SMALL POST IT NOTE, IT WILL NOT  
HURT THE CARD**

IF I DO NOT WANT ANY AUTHENTICITY HOLOGRAMS  
ON MY ITEM HOW DO I NOTE THAT ?

**MARK YOUR ITEM WITH  
THE WORDS "NO COA"**

I WON'T RECEIVE MY ITEM IN TIME TO SEND IN FOR  
THE SIGNING. CAN I SEND IT TO YOU DIRECTLY FROM  
THE COMPANY I ORDER IT FROM ?

**YES,  
MAKE SURE YOUR ORDER # IS ON THE  
SHIPPING ADDRESS AND YOU ADD IN ALL  
SIGNING RELATED INFORMATION  
(PEN COLOR, SIGNATURE LOCATION, ETC) TO  
YOUR ORDER NOTES WHEN PLACING  
YOUR ORDER.**

DO YOU TAKE CHECKS OR MONEY ORDERS ?

**NO,  
YOU MUST ORDER YOUR AUTOGRAPH  
ONLINE SO YOU RECEIVE AN ORDER #.  
YOUR ORDER # IS THE WAY WE TRACK  
YOUR ORDER.**

WHAT IS THE BIGGEST PHOTO I CAN SEND YOU ?

**16X20,  
ANYTHING ABOVE THAT  
PLEASE CHECK 1ST.**

DO YOU ACCEPT GAME  
USED ITEMS AND ORIGINAL ARTWORK ?

**YES,  
HOWEVER GAME USED ITEMS AND  
ORIGINAL ARTWORK OFTEN FALL INTO A  
DIFFERENT PRICING CATEGORY. PLEASE  
INQUIRE BEFORE ORDERING FOR A QUOTE.**

**HAVE QUESTIONS?  
CONTACT ME BELOW.**

**MATT POWERS**  
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