



**K O B A**  
**G R A D I N G**

## CARD PACKAGING STEP BY STEP GUIDE

### STEP ONE: PREPARE YOUR CARDS

- Place each card in a penny sleeve.
- Proceed to then place the penny-sleeved card inside a semi-rigid case.\*

Example: Card Savers Semi-rigid/Ultra Pro Semi-rigids



**\*Note from KOBA:** We recommend that you only use semi-rigid cases to ease processing. Cards not received in these types of cases may delay processing.

### STEP TWO: PREPARING YOUR SUBMISSION

- Package the cards in the same order listed on your submission form. Cards not submitted in the order listed may result in an additional 5% service charge and will delay processing. Do not place labels or stickers outside the semi-rigid cases or write on the case as it could damage the card or create issues when removing the cards for grading.
- Once the cards are in semi-rigid cases and placed in the proper order, insert cardboard between the cases or place them securely in a sturdy box and then tape everything together. Make sure that the tape does not bend the semi-rigid cases. We recommend using Masking Tape or Painters tape, as they are easier to remove from cardboard.

### STEP THREE: PACK YOUR SUBMISSION

- Find an appropriate fitting box and make sure the cards are packed snug to limit movement during the shipping process. Do not re-use old boxes as the integrity of the box may be compromised. Protect the cards by using packing materials such as bubble wrap. We recommend bubble wrap over packing peanuts, as they will allow less movement during the shipping process.\*
- Completely seal all edges on the outside of the box using packing tape. Do not use plastic/scotch tape.

*\*Note from KOBA: BUBBLE WRAP IS YOUR FRIEND!*

### STEP FOUR: SEND THE SUBMISSION OFF

Send your submissions to:

Koba Grading  
2300, 10004 104 Ave NW  
Edmonton, Alberta T5J 0K1  
Canada

We strongly advise that you purchase insurance for your collectibles through the courier of your choice for any packages that you will be sending to KOBA Grading. We also recommend that you obtain proper tracking.

**If you are outside of Canada, please ensure you are marking the package as "Return/Repairs,"** so Customs does not charge import taxes. Further, we ask that you please do not use UPS or FEDEX when mailing your submission, as they have introduced brokerage fees.

Please note that any additional customs fees accrued due to incorrectly labelling your package, and/or any applicable fees may be added to the cost of your submission. **We recommend using USPS to avoid these circumstances.**

Be advised that if the item is damaged in transit, or shows evidence of tampering, your package may be refused by KOBA Grading. So be sure to follow the steps above to avoid any complications with shipping services!

### STEP FIVE: SIT BACK AND RELAX

Once KOBA Grading receives your package, we will send you updates on your submission at every step of the grading process.

For any questions or concerns please reach out to [info@kobagrading.com](mailto:info@kobagrading.com).



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