

SUBMISSION PACKAGE

This package contains everyhting you need to get your items authenticated, graded and encapsulated by Canada's most advanced third-party authentication service.

Take a few moments to read through the entire package before you begin. If you have any questions or need help with anything along the way, we are here to help you. Just email support@digitalgrade.io or call (905) 541-CARD.

Are you ready to get started? We're excited to welcome you!

Mail your submission to our mail holding location:

DIGITAL GRADE 263 - 1063 King St. West Hamilton, ON CANADA L85 453



DIGITAL GRADE

www.digitalgrade.io support@digitalgrade.io (905) 541–CARD

Mail your submissions to:

Digital Grade 263 – 1063 King St. West Hamilton, ON L8S 4S3 SUBMISSION FORM

Please fill out the step-by-step submission form accurately and clearly. Do not leave any of the required fields blank as it will impact our ability to complete your order on time. Let's get started!

1. <u>Member completes all fields</u>

Member # (if applicable)	
Name	
Street Address (Line 1)	
Street Address (Line 2)	
City	
Province / State	
Postal Code / Zip Code	
Country	
Phone Number	
Email	

OFFICE USE ONLY

ORDER#	
RECEIVER #	
DATE RECEIVED	
SERVICE LEVEL	
DATE DUE	
DATE COMPLETED	
SHIPPED	

2. Service type needed: Select an option

Grading & Authentication	Crossover	Review	Reholder	

3. <u>Fees: Grading & Authentication,</u> <u>Crossover, Review</u>

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TURNAROUND TIME	PRICE (in CAD)
1 Business Day EXPRESS	\$150.00 per card
2 Business Days EXPEDITED	\$75.00 per card
5 Business Days STANDARD	\$30.00 per card
10 Business Days SAVER	\$20.00 per card
SUPER SAVER BULK (approx. 30 - 45 days)	\$15.00 per card
NO RUSH (approx. 75 days, MINIMUM 200 cards)	\$10.00 per card

<u>Fees:</u> Reholdering only

Check Box

TURNAROUND TIME	PRICE (in CAD)
2 Business Days EXPRESS	\$25.00 per card
5 Business Days STANDARD	\$15.00 per card
1 Month SAVER (approx 30-45 days)	\$10.00 per card

4. <u>Fees:</u> Return Shipping

Return Shipping Location			# of Items		
	1-10	11-25	26-50	50-100	100+
ON / MB / SK / QC	\$20.00	\$25.00	\$30.00	\$40.00	\$50.00
AB / BC / NB / NFLD / NS / PEI	\$30.00	\$35.00	\$40.00	\$50.00	\$60.00
NWT / YK / NU	\$40.00	\$45.00	\$50.00	\$60.00	\$70.00
USA	\$35.00	\$40.00	\$45.00	\$55.00	\$65.00

<u>Grading Checklist:</u>

- Ensure that all required fields have been completed up to this point.
- Use one form per submission type. Do not mix submission services within a form.
- 3. Digital Grade does not collect credit card information. You will be invoiced via SQUARE. A secure payment link will be sent to you via email or text. You will be able to see and pay your detailed invoice privately through SQUARE.
- 4. If you do not have a Member # you will be assigned one after your first order.
- DO NOT mail to our corporate office. ONLY mail to our mail holding address: Digital Grade, 263 - 1063 King St. West, Hamilton, ON Canada L8S 4S3
- Proceed to the DETAILED ITEM LIST on PAGE 2. You can always print more copies of Page 2 if you require more lines.

5. <u>Calculate your total</u>

1	TOTAL CARDS	
2	PRICE PER CARD	
3	Subtotal (MULTIPLY LINE 1 & 2)	
4	RETURN SHIPPING	
5	DECLARED VALUE	
6	Return Insurance / ADD \$2.50 per \$100.00 value	
7	Subtotal (ADD Line 4+6)	
8	Subtotal (ADD Line 3+7)	
9	CANADA SALES TAX	
	(13% ON / 15% in NB, NFLD, NS, PEI,	
	5% all other Provinces)	
	(multiply line 7 by 1.13 in ON, 1.15 Maritimes)	
	1.05 rest of Canada for total w. tax	
10	Grand Total	



DETAILED SUBMISSION LIST

Carefully fill out the detailed columns below. Provide a declared value for each item. You can always print more copies of this page if you are submitting more items. Don't forget to complete the last section if your submitting any item for AUTHENTICITY ONLY.

ITEM#	Sport	Year	Set Name	Variety	Card #	Name	Declared Value	OFFICE USE ONLY
Example	Hockey	1979-80	O-Pee-Chee		18	Wayne Gretzky	\$2,000.00	
Example	Hockey	1985-86	O-Pee-Chee	Box Bottoms	ı	Mario Lemieux	\$500.00	
Item 1								
Item 2								
Item 3								
Item 4								
Item 5								
Item 6								
Item 7								
Item 8								
Item 9								
Item 10								
Item 11								
Item 12								
Item 13								
Item 14								
Item 15								
Item 16								
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Item 37								
Item 38								
Item 39								
Item 40								
Item 41								
Item 42								
Item 43								
Item 44								
Item 45								
Item 46								
Item 47								
Item 48								
Item 49								
Item 50								

Regarding A	UTHENTIC ON	LY Designations
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Total Declared Value

Are any of the above items being submitted for ALTHENTICITY ONLY? (You want to have a specific item or items graded and verified to be UN-ALTERED and NOT COUNTERFEIT, but you only want a grade of "A" (Authentic) for these items and NOT a numerical grade). If yes, which of the above items? Please provide the line numbers:



AGREEMENT, TERMS & CONDITIONS

Please read the terms & conditions carefully. There are important facts and information contained within. All Customers are required to read and agree to the terms & conditions if they wish to access the services provided by DIGITAL GRADE whole or in part. Failure to sign the agreement will result in delay of order processing. No order will begin to be processed without signing the agreement, terms & conditions.

- By completing and signing any parts of this DIGITAL GRADE SUBMISSION FORM, Customer acknowledges that they
 have read the DIGITAL GRADE Terms and Conditions (the "Agreement") set forth below and agrees to abide by this
 Agreement, and further agrees that DIGITAL GRADE is entitled to rely upon and benefit from this Agreement.
- All cards submitted for grading to DIGITAL GRADE must be sent in appropriate and acceptable protective holders.
 The preferred method is Card Saver / Penny Sleeve combination which is the industry standard. Other options for
 thicker cards include Top Loaders and One Touch holders. DIGITAL GRADE will NOT grade cards submitted in Screw
 Down Holders as damage including, but not limited to, paper loss can occur when removing cards that have been in
 this type of case for an extended period of time.
- DIGITAL GRADE will strive to grade all cards within a time frame selected, where offered as part of a DIGITAL GRADE grading service. However, DIGITAL GRADE will have no liability whatsoever to any Customer for incidental or consequential damages due to DIGITAL GRADE's failure to grade any cards within any time frame. Customers understand that all use of the term "days" are meant to suggest business days.
- DIGITAL GRADE will not be held responsible for any damages incurred through the mail.
- Supplies used to ship items to DIGITAL GRADE will not be returned.
- DIGITAL GRADE will not encapsulate cards which bear evidence of trimming, recoloring, restoration or any other form of tampering, and Customers agree not to knowingly submit any such cards. Further, DIGITAL GRADE will not encapsulate cards which are of questionable authenticity, and Customers agrees not to knowingly submit any such cards. Customers agree that in the event that DIGITAL GRADE rejects any cards for grading, DIGITAL GRADE shall not refund any monies in the amount paid by Customers because the decision to disqualify a card for grading requires a review by DIGITAL GRADE's graders and authenticators. Any Customer represents and warrants that it has no knowledge and no reasonable basis to believe that any card submitted for grading has been altered in any way or is not genuine.
- Grading and authentication involves judgments that are subjective and require the exercise of professional opinion, which can, from time to time, change. Therefore, DIGITAL GRADE makes no warranty or representation and shall have no liability whatsoever to Customers for the grade assigned by DIGITAL GRADE to any card, except where typographical errors may have occurred.
- DIGITAL GRADE will exercise reasonable care in handling cards submitted for grading, review, or reholdering. If at its sole discretion, DIGITAL GRADE determines that Customer's card was lost or damaged while in DIGITAL GRADE's possession, the Customer will be compensated based upon the fair market value of the card as determined by DIGITAL GRADE's standard procedures which may include filing a claim with our insurance carrier. The declared value(s) stated on the detailed form is for estimating the insurance coverage only, and the fair market value of the card may be less than your declared value. IN NO EVENT SHALL THE TOTAL LIABILITY EXCEED THE DECLARED VALUE OF THE CARD. Such compensation shall be Customer's exclusive remedy for any loss or damage. DIGITAL GRADE reserves the right to decline or adjust your Declared Value in certain circumstances (ie. an item trades for \$100.00 and you claimed the value to be \$100,000.00).

<u>I have read this page and agree to the terms</u> (check box online form, initial manual form)



- The Customer must inspect all cards immediately upon receipt. DIGITAL GRADE disclaims any liability for damage
 or discrepancies or errors, including, but not limited to, errors in the description of the card unless reported to
 DIGITAL GRADE within five (5) days of Customer's receipt of the card(s). Customer agrees to return any incorrectly
 labeled card to DIGITAL GRADE upon request for correction and agrees to indemnify and hold DIGITAL GRADE
 harmless from any and all losses and/or claims caused by the circulation or sale of incorrectly described cards.
- The Customer agrees (a) to pay to DIGITAL GRADE all pricing and other charges when due; (b) that any delinquent balances shall accrue interest at the rate of 10% per month until paid and (c) that DIGITAL GRADE shall have a security interest in the items submitted, as well as in any other property of Customer in the possession of DIGITAL GRADE or its affiliates (collectively, the "Property"), to secure payment thereof. Customer hereby grants to DIGITAL GRADE an assignment of and lien against the Property in the amount of any pricing and other charges due and payable pursuant to the terms of this Agreement. Customer hereby authorizes DIGITAL GRADE to file, at any time on or after the date such pricing totals and other charges become due, appropriate uniform commercial code financing statements in such jurisdictions and offices as DIGITAL GRADE deems necessary in connection with the perfection of a security interest in the Property.
- The Customer agrees that any submission(s) or item(s) not paid for within 120 days of balance owing to DIGITAL GRADE being due will become property of DIGITAL GRADE.
- DIGITAL GRADE shall have no liability whatsoever to Customer, or any third party for whom Customer may be acting,
- (i) for any personal injury or (ii) any damage to any card, or otherwise, resulting from the breaking open of a DIGITAL GRADE holder, or for any damage to any card that DIGITAL GRADE can reasonably demonstrate occurred while the card was not in the control or custody of DIGITAL GRADE including, but not limited to, loss or damage to cards while being shipped to DIGITAL GRADE, or while being shipped by DIGITAL GRADE to Customer.
- Except as expressly set forth herein to the contrary, DIGITAL GRADE DISCLAIMS ANY AND ALL WARRANTIES, EXPRESSED OR IMPLIED, REGARDING DIGITAL GRADE'S GOODS AND SERVICES, INCLUDING, BUT NOT LIMITED TO, THE WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.
- Notwithstanding anything to the contrary contained herein THE MAXIMUM AGGREGATE LIABILITY THAT DIGITAL GRADE SHALL HAVE TO THE CUSTOMER, OR ANY THIRD PARTY FOR WHOM THE CUSTOMER MAY BE ACTING, ARISING FROM ANY CAUSE, ACT, OMISSION OR OTHER CIRCUMSTANCE, SHALL IN NO EVENT EXCEED THE GRADING CHARGES OR LESS ACTUALLY PAID BY CUSTOMER FOR THE GRADING SERVICES RENDERED BY DIGITAL GRADE WITH RESPECT TO THE ITEMS SUBMITTED FOR GRADING HEREUNDER. IN NO EVENT SHALL DIGITAL GRADE OR ANY OF ITS AFFILIATES, OR ANY OF ITS OR THEIR RESPECTIVE EMPLOYEES, OFFICERS, DIRECTORS OR AGENTS, BE LIABLE TO CUSTOMER OR ANY OTHER PARTY FOR ANY INDIRECT, INCIDENTAL, SPECIAL, CONSEQUENTIAL OR EXEMPLARY DAMAGES, EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.



- In the ordinary course of its grading operations, DIGITAL GRADE compiles data about each card submitted for grading. This includes, but is not limited to, data relating to the identity, production, condition and grade of the card. DIGITAL GRADE will also capture one or more digital or other types of photographs, images or reproductions of each such card. In consideration for the grading services being provided by DIGITAL GRADE, the Customer, on behalf of itself and any third party for whom Customer may be acting, hereby authorizes DIGITAL GRADE to compile and maintain such data with respect to each card submitted hereunder for grading; and to take, or cause to be taken, one or more images of each such card, and further agrees that DIGITAL GRADE will be the owner of such data and all such images and that DIGITAL GRADE may use and exploit such data and the images for commercial and any other purposes, as DIGITAL GRADE in its sole discretion deems appropriate, including, but not limited to, the publication and republication or reproduction in or on any media, of such data and images. Without limiting the generality of the foregoing, the Customer, on behalf of itself and any third party for whom Customer may be acting with respect to this agreement, unconditionally and irrevocably transfers, conveys and assigns to DIGITAL GRADE any and all current and any hereafter acquired rights, title and interests (including, without limitation, rights in copyright, patent, trade secret and trademark) that Customer or any such third party may have in or to the data and the images (on whatever media or in whatever form such Images may be reproduced or published).
- If any cards are being submitted for a third party, Customer represents and warrants that such third party has agreed and accepted this Agreement and has signed a duplicate copy hereof where indicated. Customer agrees to provide that third party-signed copy to DIGITAL GRADE at any time upon its request.
- DIGITAL GRADE will accept cards encapsulated and graded by other companies for review or crossover.
 However, while DIGITAL GRADE will attempt to take every precaution to avoid damage when opening other companies' cases, DIGITAL GRADE will not accept any responsibility in the event that should damage occur.
- Grades, authenticity and/or conditions assigned by other third-party grading and authentication companies do not
 have influence on the grading and authenticating process undertaken by DIGITAL GRADE, and no
 consideration towards those opinions will be considered by DIGITAL GRADE.
- DIGITAL GRADE reserves the right, at its sole discretion, to refuse grading to any cards that DIGITAL GRADE deems to be inappropriate. Such cards will be sent back to the Customer and no monetary refund will be provided.
- Any packages which are returned to the Customer, at either the discretion of DIGITAL GRADE or the Customer, without undergoing service will be charged the appropriate return shipping charges without exception. In no case or situation will DIGITAL GRADE be held responsible or accountable for covering return shipping charges. Return shipping will always be the responsibility of the Customer.
- Service Levels selected by the Customer will commence the day AFTER the card(s) have been logged at DIGITAL GRADE's facilities, and NOT when the Customer's chosen courier delivers to our mail hold / collection location. Customers will receive an email when their package has been logged. This email will include the Customer's order number which can be used by the Customer to follow their order as it is processed by DIGITAL GRADE.
- Customer accepts that DIGITAL GRADE reserves the right to select the return shipping carrier in certain circumstances, generally choosing between CANADA POST, FEDEX, and UPS. DIGITAL GRADE will not return items to the Customer billed to the Customer's courier account, except in some rare or unique prearranged and discussed situations agreed to at the sole discretion of DIGITAL GRADE.



- All shipments MUST INCLUDE the DIGITAL GRADE SUBMISSION FORM in the SAME PACKAGE. The DIGITAL GRADE SUBMISSION FORM must be completed in full and must include the Customer's phone number and email, and signature, no exceptions. Only original copies of the DIGITAL GRADE SUBMISSION FORM will be accepted. Failure to complete this portion of the process will result in turnaround time delays or in some cases no service being able to be completed. Please complete either the written copy or digital copy of the submission form clearly and accurately. Failure to do so may result in the Customer being contacted by DIGITAL GRADE to complete the form correctly and a delay in turnaround time. If the Customer has any questions regarding the DIGITAL GRADE SUBMISSION FORM it is recommended that they contact support@digitalgrade.io before completing the form.
- Any Customer residing outside of CANADA who chooses to submit cards to DIGITAL GRADE must pre-pay taxes
 and/or duties. There are no exceptions to this. Packages arriving which require tax or duty to be paid will be
 automatically refused. The Customer agrees to accept this and agrees not to hold DIGITAL GRADE liable or
 responsible in any way, shape or form for any damages, fees, or consequences resulting from refused packages.
- DIGITAL GRADE charges no autograph surcharge for factory distributed cards that bear a player's autograph. DIGITAL GRADE will provide an Autograph Grade for factory autographs only. DIGITAL GRADE does not render an opinion as to the authenticity of the autograph, only the grade of the autograph. However, Autographs that bear evidence of restoration or altering will result in the card being deemed as altered and the card will be logged into our database as altered. The Customer will be charged for this opinion.
- Any card which DIGITAL GRADE deems to bear evidence of altering or restoration will be charged the full service price.
- All items submitted to DIGITAL GRADE for grading or authentication are digitally imaged and achieved. There are
 no exceptions. These images are then stored indefinitely in DIGITAL GRADE's proprietary modified
 adaptation of IMAGECHAIN software and become part of the DIGITAL GRADE DATABASE. An image of any item
 can be provided to the holder of the item's unique serial number.
- DIGITAL GRADE provides the Customer with a service rendering an opinion as to the condition of a submitted item.
 Each Item submitted by the Customer receives a unique serial number which corresponds with a series of entries into various parts of the DIGITAL GRADE DATABASE. The DATABASE can be accessed by members of the DIGITAL GRADE team as well as other Customers.
- Serial numbers are exclusively owned by DIGITAL GRADE for the lifetime that any item resides within a DIGITAL GRADE HOLDER. Customer acknowledges that DIGITAL GRADE reserves the right to cancel and invalidate any serial number issued to any specific item should it come to light that an item encapsulated in a DIGITAL GRADE holder or an item bearing a unique DIGITAL GRADE serial number has been altered, compromised, tampered with, or should an item be used to generate harm in any way, shape or form, at the sole discretion of DIGITAL GRADE, to DIGITAL GRADE, and that DIGITIAL GRADE reserves the right, at its sole discretion, to pursue legal action including but not limited to damages, against anyone using DIGITAL GRADE's services or products to discredit or devalue the brand in any way whatsoever for the lifetime of the item.
- The DIGITAL GRADE POPULATION REPORTS are proprietary to DIGITAL GRADE. The information, system and any part(s) contained therein are the property of DIGITAL GRADE. Use of the DIGITAL GRADE POPULATION REPORTS is designed for educational and informational purposes only and Customer acknowledges that data contained within the POPULATION REPORTS is subject to change at any time and in any way. Theft of the system, whole or in part, or use of the system for anything other than personal use is forbidden. Duplication of the POPULATION REPORTS will be considered abuse of the SYSTEM and will be considered an attempt at intellectual property theft, for which action against those acting against the interest of DIGITAL GRADE shall be taken.



- Customer acknowledges that providing a DECLARED VALUE for items is necessary in determining the
 optional return shipping insurance. DECLARED VALUE has no bearing or influence whatsoever on the
 determination of an item's final grade or in its grading process. Return insurance is OPTIONAL and available to
 the Customer at the Customer's sole discretion. Customer agrees to hold DIGITAL GRADE entirely harmless and
 not responsible for any packages returned without insurance even in the event that total loss results for the
 customer.
- Disputes of final grades are limited to mechanical, typographical errors. These must be reported within 5 Business Days of Customer receiving items back. Typographical errors will be corrected free of charge to the customer. The costs associated with sending an item back in and returning it to the customer are not covered and will be the sole responsibility of the customer.
- DIGITAL GRADE is not liable whatsoever for any damage caused to the cards received when not in the care
 or control of DIGITAL GRADE.
- DIGITAL GRADE makes no warranty as to value or to future potential of any item DIGITAL GRADE authenticates, certifies, grades or encapsulates.
- DIGITAL GRADE accepts no liability for inaccuracies, errors or counterfeit items beyond its control.
- While DIGITAL GRADE will not encapsulate any items it feels exhibits trimming, restoration or other alterations, nor will DIGITAL GRADE encapsulate items it feels are counterfeit and not authentic, DIGITAL GRADE will photo image these items within the DIGITAL GRADE IMAGECHAIN DATABASE and populate these submitted items within the DIGITAL GRADE POPULATION REPORTS for statistical purposes.
- Grading criteria for a given grade can vary between third-party authentication companies. The Customer acknowledges that DIGITAL GRADE may have different standards and requirements for a given grade when compared to another third-party grading and authentication service. Customer acknowledges and agrees that grading standards are not uniform across brands and that in some cases, competitive brands will not always agree on a final grade where agreement is not beneficial to a given brand. DIGITAL GRADE shall only need to abide by the criteria outlined in DIGITAL GRADE's GRADING STANDARDS.
- Breaking open a DIGITAL GRADE holder will result in the grade assigned to the encapsulated item being
 invalidated. Items removed from a DIGITAL GRADE holder cannot be sent in for encapsulation without once again
 going through the entire grading and authentication process as well as being subject to all fees associated with
 a submission to DIGITAL GRADE.
- DIGITAL GRADE's proprietary and patented DIGITAL GRADE-TO-EARN MEMBER POINTS SYSTEM is exclusively available to members of the DIGITAL GRADE ECOSYSTEM. Each 10 Points = \$1.00 CAD. Points do not expire. Members can redeem any amount of their points at any time for use with a DIGITAL GRADE SUBMISSION. The maximum allowable use of points at any time is for a fee reduction up to 50% off face-service level value (ie. \$50.00 grading fees can only be reduced to \$25.00).

<u>I have read this page and agree to the terms</u> (check box online form, initial manual form)



- Use of DIGITAL GRADE's proprietary and patented DIGITAL WHITE LIST is governed by strict terms: The customer
 acknowledges that use of the WHITE LIST requires DIGITAL GRADE to collect a copy of the front and back of the
 Customer's Driver's License and a copy of a Utility Bill depicting matching home addresses. WHITE LIST loans are
 considered cash advances and failure to repay WHITE LIST loans on time will constitute cancellation of WHITE LIST
 leveraged item(s), cancellation of items graded using WHITE LIST leverage, as well as the Customer being taken to
 collection and a lifetime ban from DIGITAL GRADE.
- The Customer acknowledges that because the use of DIGITAL GRADE's DIGITAL WHITE LIST constitutes a cash advance loan, leveraged items accessing collateral cannot be sold to another party while open collateralization exists. Collateralization, leveraging, advances, open-interest or any other agreements, entered whole or in part, by way of the DIGITAL WHITE LIST are non-transferable and constitute a binding agreement between DIGITAL GRADE and the Customer. Attempting to transfer any part will result in cancellation of any and all serial numbered items with open status between DIGITAL GRADE and the Customer.
- DIGITAL GRADE uses its proprietary and patented DIGITAL GRADE IMAGECHAIN DATABASE in order to photo
 image and fingerprint all items, as well as to maintain what is easily the most secure database yet produced. Items
 canceled due to abuse or misuse of the DIGITAL GRADE WHITE LIST will have the DIGITAL GRADE IMAGECHAIN
 DATABASE image and fingerprint forwarded to all other third-party authentication companies with documentation
 noting the lien status and active legal action forwarded from one of our retained legal teams.
- DIGITAL GRADE Reserves the right to issue a warning to any bad actors who it feels are using the DIGITAL GRADE
 brand in a way that discredits the DIGITAL GRADE brand. Customers acting in a malicious way will receive 1 warning.
 Future attempts by customers either directly or indirectly through circumnavigation will result in a 1 year ban from the
 services provided by DIGITAL GRADE. A 2nd attempt will result in a lifetime ban from services. Customers who aid or
 assist customers who are temporarily banned will have their own privileges revoked as well.

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I have filled out all forms accurately and truthfully. I have carefully read over the Agreement, Terms & Conditions and understand them. If there is any part of the submission where I required clarification about anything outlined on the WEBSITE or the SUBMISSION form, as well as the Agreement, Terms & Conditions, I have contacted DIGITAL GRADE with my questions or concerns and have satisfied myslef to conclusion. I am willingly submitting my items to DIGITAL GRADE. I understand all financial responsibilty I am required to fulfill and agree to pay the appropriate charges laid out by DIGITAL GRADE. I authorize DIGITAL GRADE to forward me a payment link to be paid by credit card and agree to accept the charges without dispute.

NAME:	
DATE:	SIGNATURE: