



5640 E. TAFT RD. #3267  
SYRACUSE, NY 13220



**TCGPLAYER  
DIRECT**

UNLIMITED CHOICES.  
ONE PACKAGE.  
ZERO HASSLE.

## You've Received a Reimbursement Invoice from TCGplayer

### WHAT'S A REIMBURSEMENT INVOICE?

The Reimbursement Invoice (RI) is a summary of all of the products that you have recently sold through TCGplayer Direct. Each RI includes only the items since the previous RI was created. You'll need to package and mail all of the items on this list to TCGplayer.

Any orders that you sell under TCGplayer Direct should **NOT** be shipped individually. These orders will display with the following information in your system:

**First Name:** TCGplayer  
**Last Name:** RI  
**Address 1:** 5640 E. TAFT RD.  
**Address 2:** #3267  
**City:** Syracuse **St:** NY **Zip:** 13220  
**Phone:** 8662429519  
**Email:** this-is-a-TCGplayer-Direct-Order@TCGplayer.com

You can view your Reimbursement Invoices and upcoming schedule at anytime by visiting [TCGplayer.com/RI](https://tcgplayer.com/RI)

### HOW DO I SHIP MY REIMBURSEMENT INVOICE?

We have an easy step-by-step process for you to follow - Just print, pull, package, ship, and track.

**Print.** Print the Reimbursement Invoice (RI) from your Seller admin panel.

**Pull.** Pull the cards in the order listed on the pull sheet.

**Package.** Package cards securely for shipping to TCGplayer using the guidelines below.

**Ship.** Ship the cards using the guidelines below. Tracking is required for all packages sent to TCGplayer.

**Track.** Tracking information must be added to your Reimbursement Invoice (RI) using your Seller admin panel.

This process is crucial for replenishing our TCGplayer Direct inventory. Thank you for following each step!

## SELLER SHIPPING GUIDELINES

For shipments of fewer than 100 cards, shipping via USPS first class with tracking is cost effective. For orders over 100 cards, TCGplayer has chosen the USPS Priority Flat Rate Boxes for two reasons: Transit time and savings. We went with the flat rate boxes because we need every shipment delivered promptly and safely, and USPS has a great track record. Secondly, larger quantities of cards weigh A LOT! The Priority Flat Rate boxes are a great cost-saving solution. Each box can hold up to 70 pounds and ships for **the same rate, regardless of the weight**. This will help speed things up for your team. No need to weigh the box - just print the label and ship!

The following packaging examples below are being provided as guidelines for best packaging practices.

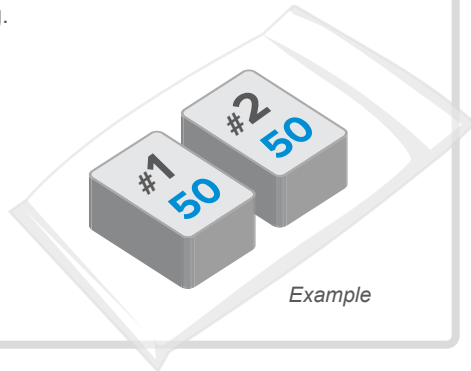
No matter how you package your cards, it is essential that they stay in the same order they are listed on the pull sheet.

- Any condition substitutions should still be kept in the same order as the pull sheet. For example, when substituting a near mint card for a lightly played one, keep it in the pull sheet order. Also, please remember to use the same version of a card. For example, if you need to replace a non-foil card, please don't send us a foil one.
- For orders divided into team bags or boxes, use a black permanent marker to number each bag or box, keeping the cards in the order of the pull sheet.
- TCGPlayer Direct will not be accepting signed, stamped, or altered cards. Please do not send signed, stamped, or altered cards for any reason.

### For orders with up to 100 cards:

#### Bubble mailer

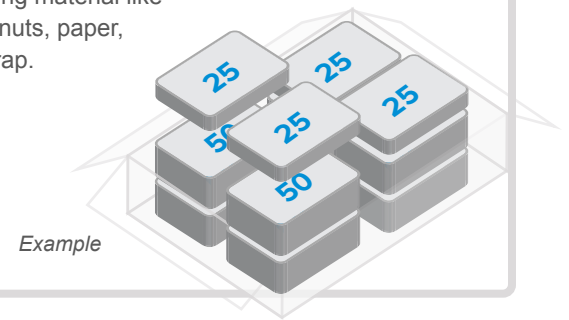
Package the cards in team bags of up to 50 cards each. If packaging more than 50 cards, create two team bags with an equal number of cards in each bag.



### For orders between 101 - 500 cards:

#### USPS Small Priority Box

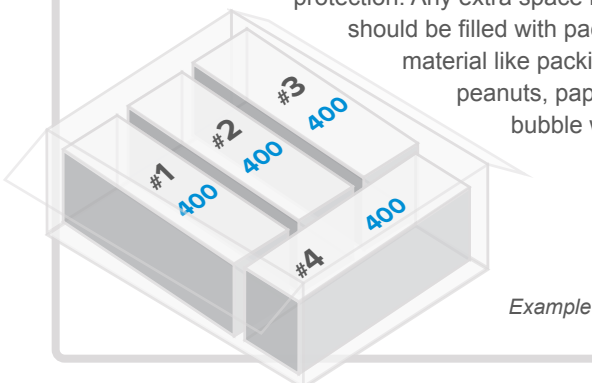
Package the cards in team bags of up to 50 cards each. If packing up to 500 cards, create 8 bags of 50 and 4 bags of 25. Any extra space in the box should be filled with packaging material like packing peanuts, paper, or bubble wrap.



### For orders with 501 - 2500 cards:

#### Medium Priority Box

Using labeled 400 count card boxes, pack up the cards in order. Boxes may be shrink wrapped for added protection. Any extra space in the box should be filled with packaging material like packing peanuts, paper, or bubble wrap.



### For orders with 2501 - 3300 cards:

#### Large Priority Box

Using labeled 800 count card boxes, pack up the cards in order. Boxes may be shrink wrapped for added protection. Any extra space in the box should be filled with packaging material like packing peanuts, paper, or bubble wrap.

