

Welcome! You must be curious about our middleman service! If you are looking to use the middleman service that r/pkmntcgtrades provides, you will need to read through this guide to understand how the process works. It is very straightforward, all you need to do is fill out the appropriate form and spreadsheet, which we will walk you through how to do!

1. Filling out the Spreadsheet

Firstly, you will need to go to [this spreadsheet](#). You will use this sheet to produce a detailed itemization of your half of the trade. Completing this step is crucial to helping your trade go smoothly. In providing details about the items that you are trading, it allows each party to confirm the content of the trade is what is agreed upon, and enables the middleman to confirm that both parties have sent the agreed upon items. This step is very important as it keeps you safe in the event that the other party has malicious intent.

Card / Item Name

Simple enough! Type in the name of the card or the name and kind of the sealed product (e.g., Booster Box, Booster Pack, ETB etc.)

Card Number (#)

Look in the bottom right corner (some cards may have it on the left). You are looking for something like this: xxx/xxx or 5/110. Simply take this number, and enter it into the cell. If it's not a card, you can leave this blank.

Set

If you don't know the set that your card or sealed product belongs to, you can find it with a simple google search. To find the set, make sure you're combining the Card Name with the Card Number. The google search should look like this: "Dark Dragonite 5/110". When you do this, you should get plenty of search results that provide you with information and pictures. Sometimes, you may need to do a little digging to find the set that your card belongs to. Additionally, [this website](#) is a beneficial resource for finding out information about cards, sets, and release dates.

Condition / Comments

This column represents an approximation of the condition of your card. It is important to be honest when it comes to these approximations because you want to make sure that you and the person that you're trading with are on the same page with what you are expecting to receive. Make sure that prior to creating this spreadsheet, you have gone through every item with them to make sure that you agree on the card offered, and the condition that it's in. Be sure to note any imperfections to the card, and write them in the "comments" section of the spreadsheet.

Valuation

This is very important! In putting together a trade, value always comes into play. You want to make sure that you have accurate prices for your cards based on their conditions. Additionally, you want to be able to make sure that the person that you're trading with has accurate prices so

that you aren't getting taken for a ride! You can look at resources including eBay, TCGPlayer and if you have a question about a card that doesn't have many price points, ask around! People on the [PKMNTCGTrades Discord](#) are very knowledgeable and may be able to assist you in figuring out a fair price for a card. Make sure you do your own research too! Once you have priced out all of the cards that are in your trade and added them to the spreadsheet, you can total them up. All you have to do is select a cell at the bottom of the column, type "=sum(" , highlight all of the columns with a price, and then add a closing parenthesis ")" -- for example =SUM(F3:F5). This will give you a total value of the trade, which can assist you in understanding the value of your items compared to the ones that you would be receiving from them. It also factors in to shipping costs and insurance (if you decide you need insurance).

Grade

If you are trading graded cards or items, whether it be PSA, CGC, or Beckett, it is important that you specify the grade so that our middlemen can know what they should be expecting.

Certification Number

As a safety precaution, if your trade includes graded cards, you must include the certification number on each of the graded cards that you are sending. This number allows the middleman to check to make sure that the card agreed upon in negotiation, is the one that was shipped. It helps to protect you in the event that the other party attempts a switcheroo!

Pictures (Imgur)

This is a very important step in this process and must be followed to a tee! Our middlemen will check the details of each card sent to make sure that the ones pictured, are the ones that they have received.

- In the case that you are trading raw (non-graded) cards, you will need to take a front and back picture of each card as well as four pictures of each corner on the front, and four pictures of each corner on the back. These pictures must be as focused, and clear as possible. You must take them on a dark (preferably black) background, in good lighting so that details and any imperfections are clearly visible. Imperfections on raw cards include: holo scratching, indents, creases, whitening around the edges (edgewear), whitening on the corners (corner wear) and any other surface wear. If there are specific imperfections (e.g., a crease or scratch) include a picture of the imperfection at the best angle that shows it.
- If you are trading sealed product (e.g., sealed booster boxes, loose booster packs, blister packs, ETBs, etc.) this process still applies. You must take clear pictures of the items that you're sending, especially any imperfections.
- If you are trading graded items, such as graded cards, or graded booster packs, any imperfections on the cases including scratches or cracks must be pictured.

For each card or item row in the spreadsheet in the trade, you must make an Imgur album containing all and only the pictures for that card or item. If you aren't familiar with [Imgur](#), it is an

app that allows you to create albums of your pictures that you can get a link to and provide that link to others with ease. We recommend downloading it on your phone so you can simply upload the pictures of each item as you take them into an album and get the link to that album. Put the link to the album for the card or item into the Pictures column for that card/item row. You should be able to click on the link in the spreadsheet and it should open a window showing the imgur album and your pictures for that row. You should confirm that each link is both accurate and works when it is clicked on. This step is crucial to making sure that the middleman can confirm that the cards or items pictured are the ones the middleman has received from each person, and thus that you get the cards or items that you have agreed upon. Please use the Imgur albums shown in the spreadsheet as examples of how the pictures should look.

Completing the Spreadsheet

- Before you are done with the spreadsheet, you must rename your sheet with your Reddit username followed by your trading partner's username "Middleman Request". It is crucial to the organizational process of the middleman that your name be written before your trade partner's.

Example: "u/BeanyBaby45 u/SwaaagMomma17 MM Request"

- Next, click the "share" button and enter this email: **pkmntcgtradesofficial@gmail.com**
- Once you have done this, the next step is to give ownership of the document to **pkmntcgtradesofficial@gmail.com**. To do this, follow [this guide](#).
- Additionally, please copy the link of the spreadsheet and post it in the Google Form that you will fill out to complete your request.

2. Communication

Communication Through Reddit

If you have reached out to the Middleman Service on the r/PKMNTCGTRades subreddit, you and your trade partner will have a direct line of communication on a thread created by the middleman. This is where you will provide status updates and tracking numbers, as well as being a place where you can ask clarifying questions about the process.

Communication Through Discord

If you have reached out to the Middleman Service on the PKMNTCGTrades Discord, you and your trade partner will be added to a group chat with your assigned middleman. This is where you will provide status updates and tracking numbers, as well as being a place where you can ask clarifying questions about the process.

Agreement Spreadsheet

After both parties have submitted the necessary documentation, the middleman will create a new spreadsheet that combines the two itemizations. The middleman will then share this spreadsheet with the respective parties (as view only), where they will look over the contents and images, and will then confirm that the contents are what they have agreed upon. In the event that there is a disagreement about the items in the spreadsheet, the two traders will attempt to resolve that within the group chat, and if needed, revise their respective spreadsheets and send the updated spreadsheets directly to the middleman via Discord or Reddit (wherever the trade is occurring). At the point where both parties agree on the content of the spreadsheet, the middleman will confirm the “agreement spreadsheet” and it becomes the agreement between the two trading parties.

3. Packing

Packing your items well is essential to completing a trade. All kinds of things can happen to a package during shipping. So, you want to make sure that despite the shipping service’s best efforts to destroy your package, the goods inside still arrive intact. Now in most cases, the shipping service will do no harm and deliver your package intact. But... you never know. Here are some recommendations for packing your cards and other items.

Raw Cards

Raw, non-graded cards should be first stored in a plastic “penny sleeve” and then placed into a hard plastic “top loader”. You may know this already, but many people don’t use this very simple and very effective first step to packing a card. You can get both online on eBay or Amazon or probably through your local trading card store.

Next, to protect the top loaded cards, you can utilize a cardboard box, and cut two rectangular pieces of cardboard that are slightly wider and longer than a top loader. Place several of your top loaded cards between the two pieces of cardboard, and tape the two pieces of cardboard together using masking tape if possible (e.g., a piece of tape on the top, bottom, left and right). This will prevent cards from coming out of the top loaders during shipping and will keep them safe. You can also use team bags to keep cards from sliding out of top loaders. Please avoid using a piece of tape on the opening as top loaders as it can damage cards and in most cases ruin the top loaders as well. Put that block of packed cards into a padded envelope and seal the envelope well. You can usually ship that padded envelope.

Graded Cards

Graded cards are already protected by the sealed plastic slab. Now, you want to protect the slab from getting scratched or damaged. The recommended way is to wrap each slab well in bubble wrap and use packing tape to seal it up. Graded card sleeves also work great to keep them from getting scratched, but you will still need to use bubble wrap to keep it from getting damaged. You can then put that in a padded envelope or box. If you use a box, add in crushed paper, bubble wrap, air packaging or other materials to make sure that it doesn’t move around.

Booster Packs

While booster packs protect the cards within, you now want to protect the booster pack itself from getting scratched, bruised, or damaged. The recommended way is to wrap the pack(s) in bubble wrap and use packing tape to seal it up. You can then put that in a padded envelope or box. Again, if you use a box, add in crushed paper, bubble wrap, air packaging or other packing materials (NO STYROFOAM PEANUTS) to make sure that it doesn't move around.

Sealed Product

If you are shipping booster boxes or ETBs, you need to wrap each one carefully and well in bubble wrap and seal them with packing tape, so that the plastic around the booster box or ETB is not damaged, cut or opened. You can then put it or them in a box and fill the box with paper, bubble wrap, air packaging or other packing materials (NO STYROFOAM PEANUTS) to make sure that it doesn't move around.

Multiple Items

If your trade has multiple items, be sure to ship them all together in right-sized box, and take care packing the box with crushed paper, bubble wrap, air packaging or other packing materials (NO STYROFOAM PEANUTS) so that when sealed with packing tape, the items don't move around.

4. Fees

After confirming that the contents and valuation are accurate, the middleman will then move to fees. You will pay a flat rate of \$3.00 plus 2.75% of the total value of your valuation of the trade. Payment will be made directly to the middleman via Paypal Friends and Family, and you will also cover the Goods and Service fees. You will notify the middleman upon payment, and the middleman will confirm directly to you upon receipt of payment. This will be documented in the final spreadsheet you provided to the middleman (i.e., the one that describes the items you are trading). These fees must be made prior to shipping your items to the middleman.

If the middleman is open to it, you may negotiate with the middleman to pay with cards, slabs, or sealed product in lieu of monetary payment. This transaction will follow a similar procedure as the **agreement spreadsheet** above, and will be documented in the final spreadsheet you provided to the middleman (i.e., the one that describes the items you are trading). You must notify the middleman how the middleman will receive the agreed upon item(s) and if agreed, you can include it in the package you are shipping to the middleman.

The middleman will document when both payments have been made in the **agreement document**. In addition, prior to shipping, each party must provide written consent that they agree to the terms and conditions of the middleman and this process as outlined by this document. Written consent will be done in the group chat and a picture of the group chat will be taken and added to the **agreement document**.

Fees are final and non-refundable, even in the event that one of the parties **backs out of the deal** (described below), or the deal is declared null and void, as defined below.

5. Shipping and the Responsibilities of the Middleman

The middleman will then provide both parties with his/her shipping address. Both parties will pack their items well -- at least as good as recommended above and ship their packages with tracking to the middleman. Packages **MUST** be shipped with tracking. In addition, you may choose to insure your package in shipment to the middleman. Each party will provide the middleman with the tracking number for their package, and if the package is insured, will provide the middleman with proof of that insurance.

Once both the packages have arrived, the middleman will open, unpack, and evaluate the goods in correspondence with the information provided on the spreadsheet. The middleman will provide to both parties, video or photo evidence that he received each package and includes in that evidence, whether or not the received package contained the items listed in the spreadsheet.

If the contents of each package are in alignment with the list of items defined for each package in the spreadsheet, the middleman will repack all of the items at least as well as they were originally packed. The middleman will determine the fastest and most economical shipping method for each party from his address to each party's address. The middleman will generate and then provide shipping costs to each party independently through an appropriate channel of communication, and as well, will ask each party if they want to insure their package in shipment from the middleman to their trading partner. The middleman will provide a final shipping cost to each party.

Each party must pay the middleman the exact shipping amount via Paypal Friends and Family. The shipping payments are separate from the fee for the middleman service. Each party will communicate to the middleman in group chat when each party has sent said payment. The middleman will validate when each payment is received, and communicate back to both parties in the group chat, the status of the shipping payments. When both payments have been received by the middleman, only then will the middleman proceed to ship both packages to their respective recipients, and will communicate the tracking numbers to both parties. In this way, both parties can track the package and their trading partner's package so there can be no issue whether the package was shipped by the middleman and received by the trading partner. We strongly recommend insuring your package as well as adding signature confirmation, especially if you live in an area where a package may be stolen.

6. Liability

In utilizing the service that the middleman provides, you recognize that the middleman is not liable for the loss or damage that occurs to the package or its contents outside the time that it is in their possession. Below, you will find a list of scenarios that articulate the steps that will be taken by the middleman in the event of complications to the deal.

Backing out of a deal

If party A decides to back out of the deal after the middleman has received both packages, the middleman will declare the deal null and void. Party A must pay the shipping fee for both party A's and party B's package to be returned. In addition, if party B had insured the shipment of the package to the middleman, and had provided proof of insurance post confirmation of the trade at the time of shipping to the middleman, party A will also be responsible for paying for the same insurance on party B's package, during its return to party B. This outcome will be noted in the **agreement document**.

Party A refuses to pay middleman final shipping costs

In the event that party A, after successfully shipping to the middleman, refuses to send the shipping payment to the middleman to ship party A's package to party B, the middleman is entitled to hold the package and its contents until said payment is made, for a maximum of 2 (two) weeks. If at the end of 2 weeks, the payment has still not been made by party A to the middleman, the middleman will then declare the deal null and void, and that party A has backed out of the deal. The resolution will proceed as per **Backing out of the deal** above.

This means party A must pay the shipping fee for both party A's and party B's package to be returned. In addition, if party B had insured the shipment of the package to the middleman, and had provided proof of insurance post confirmation of the trade at the time of shipping to the middleman, party A will also be responsible for paying for the same insurance on the package during its return to party B. This outcome will be noted in the **agreement document**.

Shipping Payment Resolution

If after two weeks of holding a package due to non-payment of shipping costs by party A to the middleman, the middleman will attempt to contact and resolve this with party A for no more than 2 (two) weeks. The middleman will notify party B and the r/PKMNTCGTrades staff or administration of the situation.

If after one month of reasonable attempts by the middleman to resolve the non-payment of shipping costs, party A has still not paid the shipping costs, or despite reasonable and at least weekly documented attempts by the middleman to contact party A, and party A has not responded, the middleman will notify party B and the r/PKMNTCGTrades staff or administration of the continuing non-payment situation, and add this information, with dates, to the **agreement document**.

If after 4 (four) weeks the full shipping payment is not made to the middleman, the middleman will request authorization from the r/PKMNTCGTrades staff or administration to sell enough

items from party A's items to cover shipping (plus insurance if initially purchased by either party or both parties) for each package to be returned to its respective party. If granted by the r/PKMNTCGTrades staff or administration, the middleman will proceed to sell the minimum amount of items to raise only enough funds to cover this shipping plus insurance costs (if insurance was initially purchased by either party or both parties), and will document this authorization was made in the **agreement document**.

The middleman will return to party A all unsold items (that were not required to recover shipping costs), and will return any remaining balance from the difference between the sale of items and the total shipping cost to party via PayPal Friends and Family. Proof of this payment (e.g. a screenshot of the PayPal transaction) will be added to the **agreement document** by the middleman.

The middleman will provide evidence to both parties and to the r/PKMNTCGTrades staff or administration, of: the total shipping costs (which will include insurance if initially purchased by either or both parties), a list of what was sold, how much was received for each item, the total amount of money received, and tracking information to both parties for the returned packages. This information will be added to the **agreement document**.

If in the selling of all of party A's items there is still not enough money raised to cover all shipping and insurance costs, party B will be responsible to cover the balance to have their package shipped back to them. The middleman will notify the r/PKMNTCGTrades staff or administration of this outcome and will make note of it in the **agreement document**.

Package content not in agreement with spreadsheet

In the event that the middleman determines that the content of either or both packages is not in agreement with the list of items contained in the agreement spreadsheet, the middleman will declare the content unauthorized, will notify both parties of this status, identify and specify the missing or wrong items, and in addition notify the r/PKMNTCGTrades staff or administration of the situation.

3.1 If there are discrepancies with both packages, the middleman will declare the trade null and void, unless otherwise requested by both parties to continue with the trade. If both parties agree to proceed, then the trade will proceed as per the normal shipping payment process described above. This will be noted in the **agreement document**. If not, each party will pay the middleman the determined shipping costs (with insurance if requested) for only their own package to be returned to them. The middleman will ship each package to the respective party, and provide tracking information for the packages to both parties. This outcome will be noted in the **agreement document**.

3.2 In the event that only party A shipped the unauthorized items, and party B does not want to continue with the trade, the middleman will declare the trade null and void, and the trade will proceed as per party A **Backing out of the deal** above. This means party A must pay the shipping fee for both party A's and party B's package to be returned. In addition, if party B had insured the shipment of the package to the middleman, and had provided proof of insurance post confirmation of the trade at the time of shipping to the middleman, party A will also be responsible for paying for the same insurance on party B's package during its return to party B. If party A refuses to pay for the return shipping the **shipping payment resolution** process described above will be followed.

Backing out of payment

In the event that party A opens a PayPal dispute in an effort to back out of the deal or recover his shipping costs, fees or other payments to either the middleman and/or party B, information gathered as part of this process and the **agreement document** will be used by the middleman or by party B to provide evidence to PayPal of a fair and agreed upon trade. The affected party (i.e. the middleman and/or party B) will also notify the r/PKMNTCGTrades staff or administration of the situation, which will result in at least a ban from the community, and potentially other actions.

No tracking number provided to the middleman

In the event that party A does not provide a tracking number to the middleman the middleman will request it once again. If party A cannot provide a tracking number or claims or asserts to have shipped their package without tracking to the middleman, the middleman will wait at most 2 (two) weeks to receive the package. If after two weeks the package has not arrived, the middleman will declare the deal null and void and the trade will proceed as per party A **Backing out of the deal** above. Of course, if the package arrives, the middleman will inform both parties of its arrival and will proceed as per a normal deal.

Should a situation occur not covered in this or any mentioned documents, the Admin team will be notified and come to a decision in line with the structure of the program.