

# Charlie Duke Mail-In Signing - October 2024

**Charlie Duke**, Apollo 16 lunar module pilot, tenth human to walk on the Moon, and CAPCOM during Apollo 11's touchdown on the Moon, is coming to NOVASPACE.COM to sign your mailed-in items in late October 2024! Simply decide how you want your items signed, fill in the order form, and send it to us by the deadline.

## PLEASE READ ALL INSTRUCTIONS BELOW

**Deadline for receiving all orders and items at Novaspace is Friday, October 18, 2024.** If you have an unusual item that needs approval, let us know **early**. Please get your items here early and watch your email, in case we have questions.

**Size Limit:** Do not send items larger than **24x24** inches without prior permission from us.

**Canvas Giclee/Inkjet Prints:** Some of these will scuff, smudge, and show fingerprints VERY easily. Do NOT send these unless you are sure that the surface can withstand handling, packing, and signing, without damage. We cannot be responsible for any damage to such prints.

Each custom-signed item receives a free, printed Certificate of Authenticity (COA) noting the date it was signed (but no description of the item). If you want more authentication, you can add a digital Photo of Authenticity (POA), showing the astronaut holding YOUR signed item, emailed to you about 3 to 4 weeks after the event.

If the signing is cancelled or postponed indefinitely for any reason, you will be responsible for paying all shipping costs to return your items to you.

Get a tracking number when you ship your items to us, so you can confirm that your package arrived. Please do not contact us to ask if we received it. If your item arrives with damage, we'll let you know.

Please avoid making changes or additions after you have submitted your order.

**IMPORTANT:** We do our utmost to follow your signing instructions, but unfortunately, we cannot guarantee your satisfaction with placement and outcome, especially with something unusual.

<b>CHARLIE DUKE 2024 AUTOGRAPH FEES</b>	
<b>NOTE:</b> Each signature includes 1 free mission inscription. ( <b>SPECIFY</b> exactly what you want: "Apollo 16 LMP", "Apollo 16", "Apollo 11 CAPCOM", or "none")	
<b>BASIC ITEMS SIGNING FEE</b> (photos, art, beta cloth, books, 3D items, baseballs, philatelics, postal covers, etc.)	<b>\$325</b> per signature
<b>SIMPLE PERSONALIZATIONS</b> ( <b>IF</b> you request it, e.g.: "to Tom & Diane" or the like) (Please specify exactly what you want written)	<b>FREE</b> with autograph
<b>ADDITIONAL INSCRIPTIONS (up to 10 words MAXIMUM)</b>	<b>FREE</b> with autograph
<b>PHOTO OF AUTHENTICITY (POA)</b> (digital photo of Duke holding your signed item, <b>emailed</b> about 3 to 4 weeks after event) Please request POA <b>after</b> each item on order form, <b>NOT</b> lumped at bottom of form. <b>NOTE: WE CANNOT COMBINE MULTIPLE ITEMS INTO ONE POA</b>	<b>+\$40</b> per item

## WE HAVE PHOTOS, PRINTS, AND POSTERS, AND BOOKS TO SIGN

We can provide unsigned, borderless copies of our photos printed on Fuji Crystal Archive and Kodak Professional Endura paper. You might also look at our art prints, posters, and books, and have Charlie Duke sign one of them. Just identify on the order form the photo, print, poster, or book you want signed, with its price. If you are having only our items signed, but not sending your own items, then you can email or fax your completed order form to us. See our unsigned items and prices at <https://novaspace.com/charlie-duke-2024-signing/>

## RETURN OF INTERNATIONAL ORDERS

You are responsible for any duties or VAT. Please be aware that any insurance value triggers a duty, but we cannot be held responsible for loss or damage if not insured. Customs officers are increasingly consulting the internet for valuations and all are requiring invoices. If you are unsure of cost, please write on order form "request options and quotes before shipping".

## RISK & LIABILITY

We have only had a few complaints with our custom signing service, out of thousands of satisfied customers. We can't guarantee your satisfaction with placement and outcome, as we do not have complete control over the astronaut, but we do our utmost to get it right. Remember, items sent directly to some astronauts can get lost, damaged, smeared, etc., and you must accept some risk. Our liability is limited to \$100 per item while it's here in the store.

## PENS & PLACEMENT

You can send your own pens, but we do this a lot, so we have black & blue fine or medium point on hand, as well as silver & gold metallic pens in fine or extra-fine point. If there's a pen you specifically need to match, send it along. PLEASE tell us WHERE to sign and WHAT COLOR pen to use, otherwise we will choose for you.

## PAYMENT & RETURN OF ITEMS

We begin charging credit cards about a week before the signing, so we can clear up problems. Yours is typically one of hundreds of orders. **Please** don't call or write asking when we'll ship your items, just because you see a charge on your card. **It takes a few weeks to get everything out.** We'll email a tracking number when shipped. Please be patient.

## FLOWN ITEMS

Duke will sign most flown items, but will NOT endorse or authenticate them in any way. He reserves the right of refusal.

## ADDITIONAL SHIPPING

Return shipping within the USA is automatically added to each order (\$10) for shipments of books, 8"x10" photos, and other flat items that are 8.5"x11" or smaller. Larger or heavier items (like large photos or boxes) and overseas orders must get a quote, or include credit card number on the order form so we can calculate the additional shipping after the signing, and email you a quote before shipping. Insurance is an extra \$2.50 per \$100 coverage for shipments within the USA. We can email a quote for insurance on international orders.

## DO

- ✓ Sign your order form.
- ✓ Include expiration date, CVV code & billing address.
- ✓ Quick contact info: Email address; daytime phone #.
- ✓ Send order form with items.
- ✓ Include pen color, width, placement.
- ✓ Use more than one order form, if needed.
- ✓ Remove and keep dust jackets before shipping books.
- ✓ Use sample images or acetates to indicate placement and angle on item.
- ✓ Make checks payable to NOVASPACE.COM.
- ✓ Send USPS (U.S. Mail) items to our PO Box address, instead of to our street address.
- ✓ Include all notes on Order Form, NOT in email or letter. WRITE EVERYTHING ON ORDER FORM.
- ✓ Include a Subject line on all emails, so that it won't be overlooked or junked for having a blank subject line.

## DON'T

- ✗ Use staples or paper clips! They can dent your items.
- ✗ Send your camera to take pictures with.
- ✗ Request volume discounts. There are none.
- ✗ Leave us to fill out your order form for you.
- ✗ Send order form separately from items, or send duplicate order forms. You may be charged twice.
- ✗ Send/order more than ten (10) items to have signed, without prior permission from us.
- ✗ Send inkjet (giclee) items to be signed.
- ✗ Send extra COAs, papers, items not being signed.
- ✗ Stick post-it notes on inkjet (giclee) items.
- ✗ Send USPS (U.S. Mail) items to our street address; send them to our PO Box address, instead.
- ✗ List more than 3 items on each order form; instead, use extra forms, if needed.
- ✗ Write notes in email or letter that are NOT on Order Form. They may be missed.
- ✗ Write personal notes to the astronaut on the Order Form. They never see the Order Form.

FOR U.S. MAIL (USPS):	FOR UPS, FEDEX, DHL:	EMAIL: <a href="mailto:rob@novaspace.com">rob@novaspace.com</a>
Novaspace.com	Novaspace.com	800-727-6682 US and Canada
PO Box 37197	720 W Prince Rd, Ste 110	FAX 520-292-9852
Tucson, AZ 85740	Tucson, AZ 85705	Int'l 520-888-2424

# Charlie Duke Mail-In Signing 2024 NOVASPACE.COM

<i>(for UPS, FedEx, DHL)</i>	<i>(for USPS Mail)</i>	ph: 800-727-6682
720 W. Prince #110	PO Box 37197	fax: 520-292-9852
Tucson, AZ 85705	Tucson, AZ 85740	rob@novaspace.com
email (required)		
daytime phone		

## SHIP TO THIS ADDRESS

name
company or
address line 1
address line 2
city, state, zip
(if non-USA) country, postal code

## METHOD OF PAYMENT

<input type="checkbox"/> Credit Card	account number on card	expire date	CVV#
U.S. funds only			
<input type="checkbox"/> Check	(for USA customers only) credit card billing address & zip,		
<input type="checkbox"/> Money Order	if different from shipping address		

Make checks payable to **NOVASPACE.COM**

**DEADLINE FOR ARRIVAL - FRIDAY, OCTOBER 18**

*late arrivals may be subject to late fees or may not get signed*

## DID YOU REMEMBER TO:

- include your credit card Expiration Date and CVV#? (CVV is the 3-digit # on the back of the card, usually in the signature box)
- include quick contact info (phone #, email address)?
- determine insurance at \$2.50 per \$100 (for USA only)?
- sign this form?
- International:** exact instructions for return shipping?

## your signature required

I have read and understand the rules of this custom signing, including the limitations of liabilities of the signer and  
NOVASPACE.COM LLC

Item description, personalization, ink information, placement, damage  
*example: 8x10 Spacesuit photo, sign across shoulder, medium black marker, "to Sam", dent upper left*

office use only

flaws:
flaws:

office use only

additional instructions

sub-total

date received	tagged
ss / contact	ship date / who
cust #	
inv #	

**Insured Amount**  
round UP to next \$100  
if left blank, \$0 insurance \$

**Insurance Cost**  
\$2.50 / \$100, USA Only

**Shipping Cost**  
*within USA for 8x10, books* \$10

Additional Shipping  
for larger package

**ORDER  
TOTAL**

# Charlie Duke Custom Signing 2024

**EXAMPLE order form, showing ONLY 1st item getting Photo of Authenticity (POA), but NOT the 2nd item.**

email (required)    emailaddress@domain.ext  
daytime phone    (123) 456-7890

### SHIP TO THIS ADDRESS

name    John Doe  
company or address line 1    Doe Widgets Inc.  
address line 2    123 Main St  
city, state, zip    Anytown, ME 09876

(if non-USA) country, postal code

### METHOD OF PAYMENT

Credit Card    1234 5678 9012 3456    12/25    123

U.S. funds only

Check  
 Money Order

account number on card    expire date    CVV#

(for USA customers only) credit card billing address & zip, if different from shipping address

Make checks payable to **NOVASPACE.COM**

**DEADLINE FOR ARRIVAL - FRIDAY, OCTOBER 18**  
late shipments may be subject to late fees

### DID YOU REMEMBER TO:

- include your credit card Expiration Date and CVV#? (CVV is the 3-digit # on the back of the card, usually in the signature box)
- include quick contact info (phone #, email address)?
- determine insurance at \$2.50 per \$100 (for USA only)?
- sign this form?
- International:** exact instructions for return shipping?

**John Doe**

I have read and understand the rules of this custom signing, including the limitations of liabilities of the signer and NOVASPACE.COM LLC

Item description, personalization, ink information, placement, damage  
example: 8x10 Spacesuit photo, sign across shoulder, medium black marker, "to Sam", dent upper left

Flag photo 8x10 #3032U    12

sign upper right in black sky, extra-fine silver    325

add "Apollo 16 LMP"    0

Photo of Authenticity POA    40

flaws:

My 8x10 photo of Duke standing outside    0

add "To John"    0

add "Getting ready for a ride to the Moon"    0

sign in upper right, fine black marker    325

add "Apollo 16 LMP"    0

flaws: small bend in lower left corner, some small dents

flaws:

date received	office use only	additional instructions
ss / contact	tagged	
cust #	ship date / who	
inv #		

sub-total

702

**Insured Amount**

round UP to next \$100 if left blank, \$0 insurance **\$ 800**

**Insurance Cost**

\$2.50 / \$100, USA Only

20.00

**Shipping Cost**

within USA, up to 3 lbs

**\$10**

Additional Shipping for larger package

**ORDER TOTAL**

732.00

office use only