

**PROCEDURES FOR SUBMITTING DIAMONDS FOR
GIA MASTER COLOR COMPARISON SET GRADING**

- Please send at least two diamonds for creation of a new Master Color Comparison Set.
- Include each diamond's stated weight on a standard parcel paper.
- It is recommended that you send in your existing Master Set for comparison purposes when making any changes to that set.

CRITERIA

The following criteria must be met for Master Color Comparison Stones:

- Unmounted round brilliant cuts (surface must be free of all residue).
- 0.25 carat or more, and we recommend within 0.10 carat of each other.
- Clarity grade not lower than SI2.
- Colorless to yellow only and at least one full color grade apart.
- Thin to thick girdles only (faceted, polished or bruted).

The following criteria make stones unsuitable for a GIA Master Color Comparison Set:

- Any fluorescence to long-wave ultraviolet light for color grades D through J. Weak fluorescence is acceptable in color grades K or lower.
- Eye-visible inclusions when viewed through the pavilion.
- Inclusions that noticeably affect the color or transparency.
- Brownish or grayish color.
- Girdles that are heavily bearded, wavy, have large naturals or large extra facets.
- Crowns or pavilions that are noticeably shallow or deep.

***YOUR CAREFUL PRESELECTION OF STONES FOR YOUR MASTER SET WILL HELP
ELIMINATE DELAY AND EXTRA COST INVOLVED IN COMPLETING YOUR SET.***

FEES

• First stone accepted as a Master Color Comparison Stone.....	\$ 60
• Each additional stone accepted as a Master Color Comparison Stone.....	40
• Each stone rejected for any reason designating it unsuitable.....	15
• Verification of a Master Color Comparison Set.....(per stone)....	20
• Each nonmatching stone not verified.....	15
• Preparing new labeled stone papers.....	20

A \$1.00 handling fee per stone will also be charged, as well as return postage fees.

Clients requesting the GIA color grading system will receive a GIA Diamond Master Color Comparison Set Report listing all acceptable stones in their proper order. In addition, new parcel papers and labels will be furnished.

SHIPMENT

We request that all packages be sent by registered, insured mail (in the USA) or armored courier services. Additional private insurance coverage may be necessary. All packages are returned the same way as sent unless a letter is submitted specifically requesting otherwise.

***YOU MUST HAVE A CURRENT CLIENT AGREEMENT FORM ON FILE WITH THE GIA LAB
WHEN SUBMITTING STONES. IF YOU HAVE NOT CONDUCTED BUSINESS WITH THE
GIA LAB IN THIS CALENDAR YEAR, PLEASE SUBMIT A COMPLETED CLIENT AGREEMENT
FORM (ENCLOSED) WITH YOUR STONES TO AVOID UNNECESSARY DELAY.***

Please send stones, client agreement form (if not already on file), and completed Master Color Comparison Set grading request form to:

GIA LAB
5355 Armada Drive
Suite 200
Carlsbad, CA 92008

~~~~~Questions? Call: (760) 603-4500, Ext. 7530~~~~~

**GIA MASTER COLOR COMPARISON SET GRADING REQUEST FORM**

INSTRUCTIONS FOR GIA LAB (Please  the following appropriate boxes):

- I have an **existing** Master Color Comparison Set (set number \_\_\_\_\_, previously submitted under the name: \_\_\_\_\_), and want to:
  - add these stones.
  - eliminate split grade masters and add single grade masters.
  - replace stones. List color grade and measurements of stones being replaced:  
\_\_\_\_\_  
\_\_\_\_\_
  - convert from AGS grades to GIA grades.
  - update company name, as I am the new owner. The name and address of the previous owner (or supplier is): \_\_\_\_\_  
\_\_\_\_\_
  - other: \_\_\_\_\_  
\_\_\_\_\_
  
- Split GIA color grades are acceptable to me (e.g., G-H, I-J, etc.).
- I request single GIA color grades only (e.g., F, H, M, etc.).
- I request the following grades only: \_\_\_\_\_

I  do  do not want each stone to be laser inscribed for the additional standard fee.  
=> Please laser inscribe:  Master Color Comparison Set number,  
 other: \_\_\_\_\_  
=> We recommend that laser inscriptions on master stones be of minimal length.

|                                                                                                                                                                                  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| FOR SUPPLIERS ONLY: <input type="checkbox"/> I am supplying a master set for the following company:<br>Name: _____<br>Address: _____<br>Phone number: ( ) - ext. _____           |
| GIA LAB maintains a record of every Master Color Comparison Set and owner. Sets will be filed under the name of the company being supplied, <u>not</u> the name of the supplier. |

|                           |                              |
|---------------------------|------------------------------|
| Your business name: _____ | Contact Person: _____        |
| Business address: _____   | Client number: _____         |
| Phone #: ( ) - ext. _____ | Total insurance value: _____ |

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Printed Name: \_\_\_\_\_

**RETAIN A COPY OF THIS FORM FOR YOUR RECORDS**