

Consignor Information Sheet

What you need to prepare BEFORE dropping items off for consignment:

1. 3x5 Index Cards

(please do not use 4x6 cards, pieces of paper, sticky notes, etc.)



2. Scotch Tape

(please do not use duct tape, packing tape, etc.)



3. Itemized List

of your items (this will save you time - bring a typed / handwritten list with brief descriptions)



What goes on an Index Card (please use ONE card per lot):

- 1/2" of blank space (skip a line before writing)
- A **detailed, legible description** of each lot
- Working Condition, Damage, Model #, Etc.
- Consignment #** (in the upper right corner)*
- Piece of **Scotch tape** attaching index card to lot
- Reserve Amount****

NOTE: Be as detailed as necessary when describing a lot (Example: A vehicle will need more details than a table), but **do not be over-descriptive on low-end items**. If you need more room than is provided on the front of the index card, continue on back side.

***New Consignors:** You will be assigned a Consignor # upon your first drop-off. This # will be the same @ both Vassar Locations. If you've forgotten your consignor number, please call our office at (989) 823-8835.

****Reserves:** If you'd like to protect an item, please tell one of our office workers when you arrive to consign the item! NOTE: There is a fee charged for non-selling items. We will not re-sell items in following auctions; you will need to pick them up during scheduled checkout times.

What goes on your Contract:

- Name** of the person you want the check to be made out to
- Address** the check will be mailed to
- Phone number**
- E-mail address** you want your Preliminary Settlement sent to

The Preliminary Settlement is for you, the consignor, to review and account for missing/extra items **BEFORE PAYOFF CHECKS ARE MAILED - 10 business days from the close of the auction.**



Consigning a Firearm:

If you would like to consign a firearm, bring it to one of our Vassar drop-off locations during a scheduled drop-off week. Also, please make sure to write up a full description of your firearm on a 3x5 index card. If you would like to place a reserve on your firearm, make sure to note that as well. A **\$5 Listing Fee** will be charged per Firearm.



Consigning a Vehicle / Titled Item:

If you would like to consign a vehicle or another titled item, the title must be in your name. A **\$20 Listing Fee** will be charged for most titled items. Contact our offices for more info.

www.BidNow.us

Albrecht Auction Service, LLC

M-15 Office Phone: (989) 823-8835

Saginaw Road Phone: (989) 823-3038