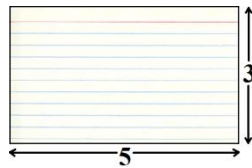


Consignor Information Sheet

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
- Condition, Dimensions, Damage, Model #, Etc.
- User #** (in the upper right corner)*
- Piece of **Scotch tape** attaching index card to lot
- Reserve Amount**

NOTE: Be as detailed as necessary. For 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 the back.

***New Consignors:** If you have never bought or sold at Albrecht Auction, you will be assigned a User Number upon your first drop-off. You will use this number to sell (or bid) at either Vassar Location. If you've forgotten your User Number, please call our office at (989) 823-8835.

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**



Consigning a Firearm:

If you would like to consign a firearm, call to set up an appointment to drop your firearm(s) off at our State/M-15 location. Make sure to write up full descriptions of your firearms on 3x5 index cards. If you'd 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'd 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.

Missing / Misplaced Items

If you have dropped an item off and it is not showing up on our auction listings (for the auction it was scheduled to be listed on), **please give us a call at 989-823-8835**. We do our best to keep track of all items that a consignor has dropped off, but we do occasionally overlook an item. It is also possible that the item may have been refused (if it falls under the category of "Items We Do Not Accept").

Auction Listings / Settlement Review

Once an auction opens, it is the consignor's responsibility to check his/her auction listings for accuracy (lot descriptions/pictures, missing items, extra items, etc.). If a consignor fails to verify that his/her listings are accurate **before** an auction has ended (and incurs loss as a result), there is no guarantee that Albrecht Auction will make an effort to compensate the consignor after the auction has closed.

If you notice a discrepancy in your listing, please call 989-823-8835 as soon as possible.