

**CLIENT ITEM INFORMATION & RECEIPT**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Item Description (**Help us get the best price for you by providing as much detail as you can about your item**):

(For BASIC service – this will be the listing description) Use back of sheet for additional space.

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Noted Flaws: \_\_\_\_\_

ALL ITEMS NOT PICKED UP WITHIN 10 DAYS OF AUCTION END WILL BE DISPOSED OF

If not sold: (circle one) I will pick up within 7 days      throw away for me      initial

**Reserve Price:** \$ \_\_\_\_\_ (minimum amount you are willing to sell for)      Value (if known): \$ \_\_\_\_\_

\_\_\_\_\_  
Seller Signature

**FOR OFFICE USE ONLY**

Auction Item Number: \_\_\_\_\_

**FEES**

Service Level :    Basic                      Premium  
Promotion Option:    Bold            HiLite            Featured  
Listing Fee Paid: \_\_\_\_\_      Reserve Fee: \_\_\_\_\_  
Option Fee: \_\_\_\_\_

TOTAL FEES PAID: \_\_\_\_\_

Preferable Shipping Method:

**Listing Information**

Size of Item: (length x width x height)

Weight of item (if applicable):

Location: