

# GUIDE FOR ABSENTEE BIDDERS

1. **ABSENTEE BID AVAILABILITY** - Both left bid and phone bid service is available. This is a convenience to clients who are not present at auctions and **we are not responsible for any errors or omissions in connection therewith.** These bids are executed by a designated Pook & Pook, Inc. employee. All bidders must submit a MC or Visa acct. # with exp. date as a security deposit.

2. **ABSENTEE BIDS** - To place bids, please use the absentee bid form provided. Accurately record the lot number, description, and the top price you are willing to pay for each lot, as **we are not responsible for errors made on your submissions.** "Buy" or unlimited bids will not be accepted. Bids must be placed in the same order as the lot numbers appear in the catalogue. In order to guarantee that bids are executed, all bids must be submitted in writing via fax, e-mail, or post. Each absentee bid form should contain bids for one sale only. Please place your bids as early as possible. In the event of identical bids, the earliest received will take precedence. **The amount you indicate on your bid form is for the hammer price exclusively. A buyer's premium will be added to the successful bid price** and is payable by the purchaser as part of the total purchase price. The buyer's premium for each individual lot is 18.5% of the successful bid price up to and including \$1,000,000, and 13% on any amount in excess of \$1,000,000. This amount will be added to the successful bid price of each lot you buy and is payable by you, together with the applicable sales tax(unless exempt), which is applied to the total cost of your purchase.

3. **TELEPHONE BIDS** - Bids may be executed by telephone, but are accepted only at Pook & Pook's discretion and at the caller's risk. Telephone bids will be available for all lots, unless otherwise specified, on a first come, first serve basis. On the form provided, please give phone numbers where we may call you during the auction. Phone bidders are also advised to provide a maximum "Back-Up" bid to be used by Pook & Pook in the event bidders may not be reached by phone at the time a lot comes up for sale. The minimum opening bid for all phone bids is \$300.

4. **CONDITIONS** - Bidders are responsible for reading condition reports, requesting additional condition reports, and/or physically inspecting items prior to bidding. We endeavor to be fair and forthright with our condition reports and descriptions, however bidders must acknowledge that antique items often show signs of use and wear. If you are a client with expectations of perfection for the

items you purchase, it is advisable that you inspect items in person or that you do not submit absentee bids as your definition of condition may be more exacting than an appraiser could have time to verify.

5. **BIDDING INCREMENTS** - In leaving bids, as well as in live bidding at the auction, the following increment guidelines should be met. Variations are at the discretion of the auctioneer.

\$0 - \$499	by \$25
\$500-\$999	by \$50
\$1000-\$1,999	by \$100
\$2000-\$4,999	by \$200
\$5000-\$9,999	by \$500
\$10,000-\$19,999	by \$1000
\$20,000 & up	Auctioneer's discretion

6. **PAYMENT** - Successful bidders will be notified & invoiced within a few days of the sale. **Payment is due within 10 days of the auction date by check, money order or bank wire.** Pook & Pook reserves the right to charge the invoice amount plus a 2% handling fee to the MC or Visa acct. on record if bidders have not paid within 15 days of the auction date.

7. **SHIPPING** - We can help you arrange to have purchases shipped. All costs are at the expense of the purchaser. Packing and shipping of most lots(art, decorative accessories and furniture) is by the following companies:

1. **The UPS Store (#3093) - contact (610) 518-5010**
2. **VG Packaging - contact (484) 552-8741**
3. **The Packaging Store - contact (215) 361-6940**

Please visit the website:pookandpook.com or email: shipping@pookandpook.com for additional shipping information. Purchased items must be picked-up or arrangements made for shipment within two weeks of the auction. A fee of \$5 per business day per item will be charged if items are not removed within two weeks of the auction. Items not removed within 45 days of the auction date will be consigned to a future auction without additional notice to the purchaser.

**BIDDING QUESTIONS** - please call Cathi Thompson at 610-269-4040 or email bids@pookandpook.com.

**PAYMENT QUESTIONS** - please call Cindy Hauer at 610-269-4040 or email billing@pookandpook.com.

**SHIPPING QUESTIONS** - please call Elyse Ford at (610) 269-4040 or email shipping@pookandpook.com.

