

GUIDE FOR 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 22% 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, Inc.'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 \$500.**

4. **ONLINE BIDS** - Bids may be left or executed live during the auction on **Bidsquare** (www.bidsquare.com). In the event of identical bids, the earliest received will take precedence. The amount you indicate online is for the hammer price exclusively. A buyer's premium of 25% will be added to the successful bid price of all purchases made through Bidsquare and is payable by the purchaser as part of the total purchase price.

5. **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.

6. **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 - \$500	by \$25
\$500-\$1,000	by \$50
\$1,000-\$2,000	by \$100
\$2000-\$5,000	by \$200
\$5000-\$10,000	by \$500
\$10,000-\$20,000	by \$1,000
\$20,000 & up	Auctioneer's discretion

7. **PAYMENT** - Successful bidders will be notified & invoiced by email or regular mail within a few days of the sale. **Payment is due within 10 days of the auction date by cash, check, money order, bank wire, or credit card (we accept most major credit cards, however there is a 3% surcharge to use your credit card for payment).** Pook & Pook reserves the right to charge the invoice amount plus a 3% surcharge to the credit card account on record if bidders have not paid within 15 days of the auction date.

8. **SHIPPING** - Pook & Pook, Inc. does not ship. We can, however, help you arrange to have purchases shipped. All costs are at the expense of the purchaser. The following companies have offered their services:

1. **The UPS Store (#3093) - contact (610) 518-5010**

2. **The Packaging Store - contact (215) 361-6940**

Please visit the website: www.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 Shannon North at 610-269-4040 or email shipping@pookandpook.com.



PHONE AND ABSENTEE BID FORM

463 E. LANCASTER AVE., DOWNINGTOWN, PA 19335 - 610-269-4040 (P), 610-269-9274 (F)

IN ORDER TO BID WE ASK THAT YOU PLEASE FILL OUT THIS FORM IN FULL AND SIGN IT.

NAME	BUSINESS NAME
CREDIT CARD BILLING ADDRESS	CITY, STATE, ZIP
PHONE (DAY)	PHONE (EVENING)
FAX	EMAIL

All bidders must submit a major credit card with expiration date. Pook & Pook reserves the right to charge the total invoice amount plus a 3% surcharge to the credit card account on record if a bidder has not paid within 15 days of the day of sale. All accounts are authorized to check that the credit card provided is valid and that the name on the card matches that of the registered bidder. Sign below to agree to these terms.

CARD #	EXP.	*SIGNATURE
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New overseas bidders must agree to a credit card authorization of \$1000.00. A hold is placed on the credit card of record that is removed immediately following the auction (availability of funds depends on your card's terms). Sign below to agree to the \$1,000.00 authorization.

*SIGNATURE (SIGN TO AGREE TO THE \$1,000.00 DEPOSIT)
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I request that Pook & Pook enters bids on the following lots up to the maximum hammer price I have indicated for each lot. I understand that if my bid is successful the purchase price for each lot will be the hammer price plus an 22% premium of the successful bid price up to and including \$1,000,000 and 13% on any amount in excess of \$1,000,000, plus any applicable state and/or local sales or use tax.

I understand that Pook & Pook executes absentee bids as a convenience for clients, and is not responsible for inadvertently failing to execute bids or for errors relating to the execution of my bids. Pook & Pook will try to purchase these lots for the lowest possible price, taking into account the reserve and other bids. If identical absentee bids are left, Pook & Pook will give preference to the first received. I understand that all successful bids are subjects to the Conditions of Sale printed in each catalogue and found online. I agree to abide by

those conditions. I understand that it is my responsibility to obtain condition reports or to personally inspect lots prior to bidding. **I AGREE TO A \$500 MINIMUM OPENING BID FOR ALL PHONE BIDS.**

AUCTION DATE
*SIGNATURE

No bids will be accepted after 5:00PM the day prior to the start of an auction session. New clients should submit bids at least 48 hours before the sale begins. **ALL BIDS MUST BE SUBMITTED IN WRITING VIA FAX, E-MAIL, WEB, OR POST.** Please call to confirm that your bids have been received.

LOT #	DESCRIPTION	ABSENTEE BID <small>EXCLUDES BUYER'S PREMIUM</small>	REQUEST A PHONE BID <small>PROVIDE PRIMARY & SECONDARY NUMBERS</small>	BACK-UP BID <small>PHONE BIDDERS ONLY</small>

**Pook & Pook processes bids by lot number, NOT description. Please double check that the numbers and descriptions entered above correspond.*