

# **CONTRAIL AUCTION SERVICE**

JAN NORDIN - AUCTIONEER

(479) 646-8348

## **OUR RESPONSIBILITIES:**

1. We will inventory and appraise your property, and give you our professional estimate of its value, and what return you should expect at the sale, individually and collectively.
2. We will consult with you to establish the date of the sale, giving you our opinion of the best dates and times for the sale to occur, with consideration of the type of inventory.
3. Once the date is set, we will complete a final inventory, and photograph the items to be offered.
4. We will construct the sale bill, listing the items by category, which will be used in all advertising.
5. We will place the sale bill on all our web sites, along with the photos, and send e-mails to our e-mail recipient list notifying them of the auction, allowing them to view the actual sale bill and photos.
6. We will send sale bills to our auction attendees on our regular mailing list at no extra cost to you.
7. We will distribute flyers throughout the sale area at no extra cost to you.
8. We will cause the sale bill to be placed in the newspaper at the proper time to maximize the exposure to the sale.
9. We will assume complete responsibility for the set up, orchestration of the sale items into proper positions, arrangement of our tables to display the smaller items, packaging to best display and enhance their desirability, including repair of damaged items, starting motorized equipment, and rendering all sale items into a marketable state. If during preparation, we discover items that we believe were not meant to be sold, such as family heirlooms, we will bring it to your attention.
10. On the day of sale, we will arrive early enough to set up the sale, set up our cashier station, and set up our public address systems prior to sale hour.
- !1. We will check in the attendees, and collect information from them to ensure their validity and ability to pay for their purchases.
12. We will open the auction by addressing the attendees with information pertaining to the rules, and details of the particulars of the items offered.
13. We will conduct the auction to its completion, awarding the items sold to the highest bidder, with the exception of any items not meeting any established reserve.
14. At the completion of the auction, we will check out the successful buyers, and collect monies owed. We will retain all monies collected in order to reconcile the receipts and inventory sold.
15. Within 48 hours of sale completion, we will provide you with a detailed list, including price paid, of each item sold at the auction, and a check for the proceeds, minus any agreed on commissions and/or expenditures. Also, we are responsible for any loss of revenue due to bad checks, etc.
16. We realize that often, we will be disposing within a few hours, of property that has taken a lifetime to accumulate. We do not take this responsibility lightly, and promise you our best effort.

## **YOUR RESPONSIBILITIES**

1. Provide any information available to you as to the quality and condition of sale items.
2. Provide documents to facilitate transfer of goods to be sold, such as vehicle titles, etc.  
If you do not possess the title to any vehicle, please apply for a “Lost Title” with the Department of Motor Vehicles now in order that we may have it available at sale time.
3. Provide a sale site to conduct the auction, and provide access to the site during inventory, set up, and sale, and access to electrical power if available.
4. In the case of auction items belonging to different individuals, indicate which items belong to which seller. We will assign different consigner numbers to each individual, and disperse funds received, and list of items sold, accordingly.
5. Separate any items to be excluded from the sale prior to contract agreement, and refrain from removing items from the sale after they have inventoried, and contracted on. The contract is predicated on the inclusion of all items observed, and the exclusion of any may have changed the original terms. Additionally, buyers may travel many miles to bid on a single item, only to discover that it has been withdrawn from the sale.  
Acquaintances, or in the case of the house being recently sold, house buyers, may wish to purchase items in the home. Please advise them to attend the auction to bid on these items, or the auction company will bid for them in their absence if they are unable to attend.  
It is understandable that on occasion, items will be unintentionally included in the sale. Please feel free to bring this to our attention, even during the sale, and we will rectify the situation.
6. SELLERS ARE NOT ALLOWED TO BID ON THE SALE ITEMS! Sellers bidding on their own items will be perceived by the attendees as “running up the bid”. This will result in attendees leaving the sale, causing a smaller sale total return. Exceptions occur when the sale is to settle an estate, or with a court order or inner family agreement where family members are required to enter into the bidding to procure items they desire to own. In this case, an announcement is made to this effect, informing attendees of the situation. If you have knowledge of any situation that might develop concerning the above rule, it must be discussed prior to the sale.
7. Legally, all auctions are considered to be “with reserve” or, all items sold must bring a minimum price. However, most attendees expect the opposite, in that all items offered to be sold to the highest bidder, unless held in reserve. Therefore, all, or most of the sale items should be sold without reserve, excluding only very few unusual, or high cost items. In deciding whether to reserve an item; you should consider the alternatives available for disposal. If speed is essential in liquidating the estate, careful thought should be given prior to the decision to reserve an item.
8. Give buyers the opportunity to remove bulky items after sale day. This, of course, will be at your convenience and not the buyers. We normally meet the buyers at 1:00 PM the day after the sale to accomplish this task.

Thank you for giving us the opportunity to serve you.

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***JAN NORDIN - AUCTIONEER - AALB 1476***

**PHONE: 479) 646-8348 WEBSITES: CONTRAIL.ORG – ARKANSASREALTYAUCTION.COM**