



Actress Farm
Grain Stores 1 & 2
Heathfield
Berkeley
GL13 9PP

Email: - enquiries@citybid.co.uk

VENDOR ENTRY FORM

Commission Rate

Vendor Code

Name	
Company Name	
Address	
Post Code	
Telephone	
Mobile	
Email	
Sort Code	
Bank A/C No.	
Vat No: (if applicable)	
Payee Details Please note that the payee cheque will be payable and sent to the above-named party. Is this correct? Yes / No	

Vendor Terms & Conditions:

I / we confirm that as a vendor **I / we** own the property to be entered to sale and will remain the owner of the property until it is sold by City Auctioneering Limited. **I / we** therefore accept full liability until such event. **I / we** confirm that there are no third party claims or liabilities on any item submitted for sale (e.g. financial agreements).

I / we hereby authorise City Auctioneering Limited to sell on **my / our** behalf the item listed overleaf by such, methods as City Auctioneering Limited deem appropriate. (This means either selling on the Internet, general sale, tender or private treaty as soon as is practical).

Please contact the office within 48 hours of the sale to discuss the outcome of the auction and your proposals for dealing with unsold items. In the event of no contact being made by you, the auctioneers reserve the right to dispose of items deemed uneconomic and deduct the costs of so doing from your net proceeds of sale.

P T O

Commission:

I / we agree to pay City Auctioneering Limited a vendor's commission rate plus VAT as agreed overleaf, based on the selling price realised. **I / we** further accept City Auctioneering Limited will charge a buyer's premium which they are entitled to.

VAT:

I / we confirm VAT is to be / not to be charged on the items to be sold.

I / we confirm that **I / we** will account to the relevant authorities in due course for the proceeds received. (VAT number must be supplied before we can charge VAT on your behalf)

If **I / we** or my / our contractor are to deliver to the sale site wherever that may be, we shall do so in an orderly and professional manner complying with all current Health & Safety issues. At our own expense. Any damage to third party property caused by **me / us** or **my / our** contractors will be rectified by **me / us** or **my / our** cost and liability. Failure to do so will result in City Auctioneering Limited doing the necessary work and charging the full cost to **me / us** as the liable party. City Auctioneering will give assistance as agreed for the purposes of unloading only. Unless otherwise stated in writing **I / we** confirm that all items submitted are in good working order and comply with current Trading Standards requirements.

I / we confirm that any electrical items entered by **me / us** have been tested by a qualified electrician using a Pat test and currently certified as such.

Scrapping Goods and Other Costs:

City Auctioneering Limited reserve the right to reclaim out of sale proceeds any costs incurred regarding scrapping on non-saleable items, advertising and other costs by prior agreement.

City Auctioneering Limited reserve the right and digression to allow any offset between purchases and sales by the same party. This is absolute.

It is agreed that vendors will be paid out within 10 working days if sale assuming all lots have been paid for and the relevant funds have been cleared.

All reserve prices must be agreed and listed at the point of the receipt of goods in writing. City Auctioneering Limited reserve the right to charge an offering fee if the reserve is not in their opinion reasonable. Such a fee will be noted at the point of receipt.

Withdrawal Fee:

Any vendor who enters items for sale and withdraws either all or part of the consignment prior to sale will be charged **25%** of the expected sale price for administration costs. This will be a minimum value of **£40** irrespective of value overall.

Terms of Acceptance:

I / we certify that **I am / we are** able to pass marketable title to the goods free from encumbrance. **I / we** confirm that City Auctioneering Limited, acting as **my / our** agents, may retain any cash received for goods sold on **my / our** behalf pending settlement rather than deposit it in the Clients bank account. **I / we** agree to the list of the number of items listed as being correct and that City Auctioneering Limited can lot these items as deemed appropriate without recourse. **I / we** have read, understood and agreed to abide to all the terms and conditions as set out by City Auctioneering Limited above.

Signature: _____ **Date:** _____
Further copies of Terms & Conditions are available from our office upon request.

Date: _____

Ref No: _____

VENDOR ENTRY FORM cont.

I confirm that the items listed below belong to me and that there is no retention of title. I agree to abide by City Auctioneering Limited's terms and conditions.

[illegible]

Date: _____

Ref No: _____

VENDOR ENTRY FORM cont.

I confirm that the items listed below belong to me and that there is no retention of title. I agree to abide by City Auctioneering Limited's terms and conditions.

[illegible]