

# Drop Off Sheet

For large items please bring this completed form plus the photos of your item(s) to our Auction Drop Off Center. We will confirm your item(s) to auction, give you a receipt for your records. We will input your information into our system and create an ebay auction listing.

Name \_\_\_\_\_

Phone \_\_\_\_\_

Address \_\_\_\_\_

## Photographing Your Item

Be sure to take 10+ photos of your item (we'll use up to 8 pictures in your eBay listing). Photograph your item from all sides, and be sure to take some close-up photos of any design detail, manufacturer name, special markings, etc. You'll also need to take close-up photos of any significant scratches, dents, tears, stains or other flaws in your item, so that your item will be accurately presented on eBay. If you are using a digital camera, simply bring in your camera with the photos on the memory card. If you are using a traditional 35mm camera, have the photos developed onto a CD ROM.

## Item Questionnaire

Detailed Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Make/Model: \_\_\_\_\_

Age: \_\_\_\_\_

Accessories: \_\_\_\_\_

Known flaws in the item: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Dimensions: \_\_\_\_\_ Length \_\_\_\_\_ Width \_\_\_\_\_ Height \_\_\_\_\_ Weight \_\_\_\_\_

**Please measure carefully!** Your item's dimensions are used as the basis for shipping charge estimates. If inaccurate measurements result in shipping charges higher than quoted to the winning bidder, you will be responsible for incremental charges.

Will you accept local pick-up of the item by the winning bidder (vs. freight service only)? \_\_\_\_\_ Yes \_\_\_\_\_ No

(Accepting local pick-up may increase your item's final selling price, as the winning bidder will save on shipping fees).