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[www.pookandpook.com](http://www.pookandpook.com)

# BID FORM

OFFICE USE ONLY

PHONE and/or ABSENTEE

## PERSONAL INFORMATION

Proof of identity in the form of government issued identification is required. Bidders on behalf of a business are required to provide proof of incorporation and/or resale certificate. Bidders of items with an estimate of \$50,000 or more may be asked to complete a **Request for Additional Information** form and provide a deposit.

NAME			EMAIL
BILLING ADDRESS			BUSINESS NAME
CITY	STATE	ZIP	TAX EXEMPT# /STATE
PHONE			CELL PHONE
ARE YOU A NEW CLIENT? YES <input type="checkbox"/> NO <input type="checkbox"/>			CHECK IF CHANGE TO ADDRESS/PERSONAL INFO <input type="checkbox"/>

## CREDIT CARD INFORMATION

All bidders must provide a current major credit card. We will not automatically charge your card after the sale unless you instruct us to do so; however, if payment is not received within ten (10) days of the day of sale the credit card of record may be charged the invoice total and a 5% late fee. In addition, credit cards may be authorized (up to \$1,000 for new overseas bidders) to check the validity of the card and bidder. Enter your credit card details and sign to agree to the credit card charge and/or authorization.

CARD #	EXP. (MMYY)	CCV
SIGNATURE		TODAY'S DATE

## BID INFORMATION

**Pook & Pook processes bids by lot number, NOT description.** Please double check that lot numbers/descriptions correspond. Bids will not be accepted unless received at least 18 hours in advance of the start of the auction. **Absentee bids less than half of the low estimate will not be accepted.** New clients should submit bids at least 48 hours before the sale begins. All bids (or changes to bids) must be submitted in writing by email, fax, and/or post. If you do not receive email confirmation of receipt of your bids, please call to confirm.

LOT NUMBER	DESCRIPTION	ABSENTEE BID (excludes premium)	PHONE BIDS ONLY (\$500 minimum)	
			PHONE NUMBER(s) (primary and secondary telephone)	BACK-UP AMOUNT

## AGREEMENT and SIGNATURE

I understand that Pook & Pook will competitively bid for me up to my maximum bid amount for each lot listed above. I understand that my maximum bid amount refers to the hammer price and, if successful, a buyer's premium of 25% will be added to my invoice along with applicable sales tax. I understand that my bids are placed as a convenience, not an obligation, and Pook & Pook is not responsible for inadvertently failing to place my bids and/or errors relating to the execution of my bids. If identical bids are left, the earlier bid recognized will take priority. Pook & Pook will try to purchase these lots for the lowest possible price, taking into account any reserve and other bids. I understand that it is my responsibility to obtain condition reports or personally inspect lots prior to bidding. I understand and agree to the Conditions of Sale and Terms of Guarantee printed in each catalogue and online at [www.pookandpook.com](http://www.pookandpook.com). I agree to a **\$500 opening bid for all PHONE BIDS I am placing.**

AUCTION DATE	SIGNATURE	TODAY'S DATE
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## GUIDE FOR BIDDERS

Bidders completing and submitting this form agree to and are bound by the Conditions of Sale and Terms of Guarantee printed in each catalogue and online at [www.pookandpook.com](http://www.pookandpook.com) and announced at the time of sale. Pook & Pook provides both absentee and phone bid service as a convenience for bidders who are not present at auctions.

**PERSONAL INFORMATION** – Please complete this section in full. If any item does not apply, please mark it with n/a. If you are a new client, please include a copy of your government issued ID for individuals (driver's license, passport, etc.) and/or for businesses, proof of incorporation (AIC, bylaws, resale certificate, etc.) Business clients may also need to complete Form PA REV-1220. This form is available at our office or can be found at: [www.revenue.pa.gov](http://www.revenue.pa.gov).

If you are an existing bidder with change(s) in your information, please check the box where indicated.

**CREDIT CARD INFORMATION** – All bidders must complete this section in full and sign. Any Bid Form submitted without credit card information will be rejected.

**BID INFORMATION** – Please submit your completed Bid Form as early as possible. Submit separate forms for different sales. Bid Forms must be received at least 18 hours in advance of the start of the auction. Any incomplete or late Bid Form may not be processed in time for the auction. Bidders are sent an email confirming receipt of their Bid Form. If not received, it is the bidder's responsibility to obtain confirmation. Pook & Pook executes bids based on the lot number provided by the bidder, **not** the description. Please double check that lot numbers/descriptions correspond. We are not responsible for errors written on the Bid Form.

Any amount written on the Bid Form is for the hammer price. A buyer's premium will be added to the successful bidder's invoice.

The increments below will be followed during live saleroom auctions and any variation is at the discretion of the auctioneer. Please record bids in the correct bidding increment. Increments are as follows:

Bid Amount	Increment
up to \$500	by \$25
\$500 to \$1,000	by \$50
\$1,000 to \$2,000	by \$100
\$2,000 to \$5,000	by \$200
\$5,000 to \$10,000	by \$500
\$10,000 to \$20,000	by \$1,000
\$20,000 to \$50,000	by \$2,000
\$50,000 to \$100,000	by \$5,000
\$100,000 and up	auctioneer's discretion

**Absentee Bids** – Accurately record the lot number, description, and maximum price you are willing to pay for each lot. Buy or unlimited bids will not be accepted. Bids with a plus-one will automatically be entered with the next bid increment (see above). In the event of identical absentee bids, the earliest bid recognized will take precedence. **Absentee bids less than half of the low estimate will not be accepted.**

**Phone Bids** – Accurately record the lot number, description, and primary telephone number (the number where you can be reached at the time of the auction). Include a secondary telephone number and back-up phone bid. **The minimum opening bid for all phone bids is \$500.** Telephone bids will be available for all lots, unless otherwise specified, on a first come, first serve basis.

**IN-HOUSE BUYER'S PREMIUM** – 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 in-house buyer's premium for each individual lot is 25% (28% third-party online, see below) of the hammer price.

**THIRD-PARTY ONLINE BUYER'S PREMIUM** – A buyer's premium of 28% will be added to the successful bid price of all purchases made through any third-party live bidding platform and is payable by the purchaser as part of the total purchase price. This includes bids left or executed live on Bidsquare, Invaluable, or other third-party live bidding platform(s). The amount you indicate online is for the hammer price exclusively.

**CONDITION REQUESTS** – Bidders are responsible for reading condition reports, requesting additional condition reports, and/or physically inspecting items prior to bidding. Condition reports and additional photos can be found at [www.pookandpook.com](http://www.pookandpook.com). Additional requests for condition, info, and/or photos can be directed to [conditions@pookandpook.com](mailto:conditions@pookandpook.com) at least 48 before the start of the sale.

**PAYMENT** – Successful bidders will be notified & invoiced by email (or regular mail if no email address is available) following the sale. Payment is due within seven (7) days of the auction date by cash, bank check, money order, wire transfer, and/or personal/business check. First time purchasers paying with check cannot collect items until payment has cleared or ten days post-deposit. Established buyers may pay with a major credit card; however, there is a 3.5% surcharge. Pook & Pook reserves the right to charge the invoice amount plus a 5% late fee to the credit card account on record if bidders have not paid within 10 days of the auction date.

**PICK-UP/SHIPPING** – Purchased items must be picked-up or arrangements made for shipment within seven (7) days of the auction. Items may be collected at our gallery **by appointment** most weekdays from 9:00 am until 4:30 pm. To schedule a pick-up time, use the link on the home page of our website or click the link provided with your invoice.

Shipping costs are an additional charge paid by the buyer. Pook & Pook provides in-house shipping for some items. Email [shipping@pookandpook.com](mailto:shipping@pookandpook.com) or call (610) 269-4040 for the shipping department. Pook & Pook can also assist bidders in coordinating shipping with an outside shipping company. Please contact us for a list of outside shipping companies that have offered their services.

A daily fee of \$5 per lot will be charged if items are not removed within ten (10) days of the date of the auction. Items not removed within 45 days of the auction date will be consigned to the house in a future auction without additional notice to the purchaser.

**CONDITION QUESTIONS** – [conditions@pookandpook.com](mailto:conditions@pookandpook.com)

**BIDDING QUESTIONS** – [bids@pookandpook.com](mailto:bids@pookandpook.com)

**PAYMENT QUESTIONS** – [billing@pookandpook.com](mailto:billing@pookandpook.com)

**SHIPPING QUESTIONS** – [shipping@pookandpook.com](mailto:shipping@pookandpook.com)