

Guide for Absentee Bidders

Absentee bids

If you are unable to attend an auction, you may submit an absentee bid form and our auction staff will bid for you. They will try to bid just as you would, obtaining the item at the lowest bid possible. Absentee bid forms are found in our catalogues. You may also bid through a friend or agent.

How to place an absentee bid

To place an absentee bid, please fill out both sides of the form provided. Please indicate the lot number(s), a brief description and the amount you wish to bid for each item. If you wish to bid to the next increment in case of a tie, please place a check in the box provided. In the event identical bids are submitted, the earliest bid received will take precedence. Therefore, please place your bids as early as possible.

Buyer's Premium

The amount you indicate on the bid form is solely for the hammer price. Please remember that a 15% -20% premium will be added to the successful bid price of each lot you purchase and is payable by you. For more information on payment, please refer to the *Conditions of Sale*.

Bidding by telephone

Under special circumstances, we can arrange for you to bid live by telephone. To arrange for live telephone bidding, please contact us well in advance of the auction.

Successful Bids

To find out if you are a successful bidder, please call us at +1-718-578-4150 following the auction with the auction number of the item.

Successful bidders will be faxed an invoice within a day of the auction.

Shipping & Removal

For information on shipping and removal of property, please refer to our *Conditions of Sale*.

Absentee Bid Form – Part II

<input type="text"/>	<input type="text"/>	
First Name	Last Name	
<input type="text"/>		
Business Name		
<input type="text"/>		
Mailing Address		
<input type="text"/>	<input type="text"/>	<input type="text"/>
City	State	Zip
<input type="text"/>	<input type="text"/>	<input type="text"/>
Home Phone	Business Phone	Extension
<input type="text"/>		
Email Address		
<input type="text"/>	<input type="text"/>	<input type="text"/>
Fax Number	Social Security/I.D. No.	State
<input type="text"/>	<input type="text"/>	<input type="text"/>
Credit Card	Card Number	Exp. Date
<input type="checkbox"/>	Please Check if this is a change of address. Old Address _____	

Please fax both sides of this absentee bid form to +1-718-787-1312 until January 11th at 4:00 PM.