

CONSIGNOR INFORMATION SHEET

OFFICE: 585-343-4529

Let our expertise turn your assets of many kinds into cash!

How To Prepare Your Consignment:

1. **Test your items** before you bring them to make sure they are working.
2. **Make an itemized list** This will save you time when filling out description cards.
3. **Read our list** of items we may not accept. (See link below)
4. **Email 5-10 total pictures to bontrager@bontragerauction.com.**
5. **Make an appointment to bring in items.**

When You Arrive to Drop Off:

1. **Plan on taking about an hour. Our staff will review our contract & help unload.**
2. **We will help you set up & group lots to make the most profit for you.**
3. **You will fill out cards describing each lot:**

What is the item? Does it work? What is the condition? How many pieces? Size & measurement? Damage?

Consigning a Firearm:

1. **Call to set up an appointment.** Our Federal Firearms Licensee must be on premises to receive your consignment.
2. **Bring an itemized list & descriptions** of your consignment.

Consigning a Vehicle / Titled Item:

1. **Call to set up an appointment.**
2. **Bring all items for the vehicle at drop off:**
 - All keys
 - Signed Title
 - Lien Release
3. **A written description of the condition.**
4. **For an estate vehicle, the original certificate of death and executor papers are needed.**

Extra Info & Links

Our Website:

www.bontragerauction.com

Items We May Not Take:

<https://bit.ly/ItemGuideBontrager>

