

# *Furniture Sales Terms of Engagement*

- 1. ENTERING FOR SALE.** All lots must be entered by prior notification to the auctioneers and acceptance received in writing from the auctioneers. Entries for sale must be made on the Auctioneers' entry form or online at [robert-bell.org/auctions](http://robert-bell.org/auctions) and must contain a description of each lot. Entries close 4 weeks prior to each sale (earlier if full). The Vendor must ensure that his goods are allotted a "Vendor Number". Assistance with ascertaining suitability of goods for sale can be given - [auctions@robert-bell.org](mailto:auctions@robert-bell.org)
- 2. VENDOR NUMBERS.** To avoid confusion with other Vendors every Vendor must ensure that each and every item of his entry bears his "Vendor Number". The Auctioneers cannot pay out when no identification is given.
- 3. BRINGING IN.** By appointment only, with the Auctioneers and by no later than 4 weeks prior to each sale. Directions will be given when arranging appointments.
- 4. TRANSPORT** can be arranged locally and will be charged out according to the charges of the removal firm.
- 5. STORAGE.** Free storage of sale items can be arranged.
- 6. PACKING** can be arranged at reasonable charge.
- 7. CATALOGUING/PHOTOGRAPHY.** Free of charge, but the auctioneers reserve the right to lot the goods as they consider fit.
- 8. INSURANCE.** Vendors should arrange their own insurance of items whilst in store or at the sale room, if required.
- 9. RESERVES.** A charge of £2 per item may be made for items which fail to reach a reserve. The Auctioneers will do their best to take care of unsold items but cannot accept responsibility for their future custody. Unsold reserved items must be removed from the Auctioneers store within 21 days of notification by the Auctioneers. Uncollected reserved items will be automatically re-entered at their reserve less 10% each sale until either collected or sold. The minimum reserve allowed is £10 per item. We reserve the right to charge for any additional storage or removal costs of uncollected, reserved items.
- 10. ELECTRICAL ITEMS.** All electrical items must be tested by our electrician at the saleroom. A charge of £4 per item is made for this. We are unable to sell to the general public items which fail or are not tested. These have either to be disposed of (for which a charge is made) or may be sold to trade buyers. Vendors should mark their items "working" where applicable.
- 11. SOFT FURNISHINGS.** Except for pre-1950's items all soft furniture entered for sale must have a permanent label headed "Carelessness causes Fire" as required by the Regulations in force since 1993. The Auctioneers reserve the right to refuse entry for items, which do not comply.
- 12. COMMISSION.** Commission is charged at 15% subject to a minimum charge per lot of £1. V.A.T. is chargeable on commission. In addition purchasers are charged 15% buyers premium (excluding V.A.T.).
- 13. UNSOLD ITEMS.** If a lot fails to sell or fails to get a bid or to be collected, the item will be disposed of and the Vendor charged with its removal. All unsold items must be removed by Vendors within 7 days of notification.
- 14. PAYING OUT.** Vendors proceeds will be paid out approximately 7-10 days after the sale and in the meantime held in a non-interest bearing Clients Account, under strict R.I.C.S. regulations, at H.S.B.C. 221 High Street, Lincoln, LN1 1TS.
- 15. COMPLAINTS HANDLING PROCEDURE.** As a firm of Chartered Surveyors, regulated by R.I.C.S., Robert Bell & Company have a complaints handling procedure. If you feel you have cause to make a formal complaint, a copy of our procedure is available from our Horncastle office on request.

# ENTRY FORM:

VENDOR No. ....

To: **ROBERT BELL & COMPANY**, Old Bank Chambers, **HORNCASTLE**, Lincs. LN9 5HY  
Tel: 01507 522222 E-mail: auctions@robert-bell.org

## I WISH TO ENTER THE FOLLOWING ITEMS IN YOUR SALE ON

.....  
I am the unencumbered owner of the items and have read the terms of engagement opposite.

For Auctioneers' Use Only		DESCRIPTION	RESERVE <i>(Min. £10)</i>
LOT NO.	Checked in by RB&Co.		

NAME: .....  
Address: .....  
.....  
.....  
Tel. No: .....  
Email: .....  
Signed: .....

**BANK ACCOUNT DETAILS**  
Account Holder: .....  
Sort Code: .....  
Account No: .....  
If this section is **not** completed, proceeds will be transferred by way of cheque made payable to the individual/company named opposite.  
I am/am not registered for VAT.  
Dated: .....

# ROBERT BELL & COMPANY

*CHARTERED SURVEYORS, AUCTIONEERS,  
LAND AND ESTATE AGENTS*

Offices at: **Old Bank Chambers, Horncastle (01507) 522222**  
**19 Station Road, Woodhall Spa (01526) 353333**  
**32 High Street, Coningsby (01526) 344434**  
and **43 Silver Street, Lincoln (01522) 538888**

[www.robert-bell.org](http://www.robert-bell.org)

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