

# *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, duly signed and dated and must contain a description of each lot. Entries close 6 weeks prior for Catalogued Sales and for General Sales on the previous Saturday (earlier if full). The Vendor must ensure that his goods are allotted a "Vendor Number".
- 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.** General Sale items should be brought to the **Stanhope (Town) Hall** between 8 a.m. and 12 noon on the **Monday** before the sale. Vendors should register with the Head Porter/member of staff and ensure their goods are checked in, complete with "Vendor Number". Outside lots for general sales (such as bicycles, mowers, garden tools), should be brought between 8 a.m. and 9 a.m. on **Wednesday only** (sale day). **No** outside items will be accepted on Monday except for electrical items, which are tested on **Monday**. Catalogued Sale items are required to be brought in by arrangement, prior to close of entries.
- 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 but please note that transport from store to sale room is chargeable.
- 6. PACKING** can be arranged at reasonable charge.
- 7. CATALOGUING.** Help with cataloguing is offered 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.
- 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 for general sales or £20 per item for Antique Sales. We reserve the right to charge for transport of uncollected or unsold items back to our store.
- 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 that fail or which are not tested. They have either to be dumped (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 at General Sales and £3 at Catalogued sales. V.A.T. is chargeable on commission. In addition purchasers are charged 10% 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 dumped and the Vendor charged with its removal. All unsold items must be removed by Vendors by 5 p.m. on the day of the sale. It is the Vendors responsibility to contact the sale room on sale day if they wish to collect any unsold items (tel. 01507 522223).
- 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., 25 High Street, Horncastle, Lincs., LN9 5HR.
- 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.



# 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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