



# GUIDE FOR BIDDERS

Bidders completing and submitting this form agree to the Conditions of Sale and Terms of Guarantee printed in each catalogue and online at [www.pookandpook.com](http://www.pookandpook.com). Pook & Pook, Inc. 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** – Please 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, Inc. 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 (see Buyer’s Premium below).

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 received will take precedence.

**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). Including a secondary telephone number and back-up phone bid is highly recommended. **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.

**BUYER’S PREMIUM** – A buyer’s premium will be added to the successful absentee or telephone bid price and is payable by the purchaser as part of the total purchase price. The buyer’s premium for each individual lot is 22% (25% online) of the hammer price up to and including \$1,000,000, and 13% (16% online) on any lot in excess of \$1,000,000.

**ONLINE BIDS** – Bids may be left or executed live during the auction on Bidsquare ([www.bidsquare.com](http://www.bidsquare.com)). In the event of identical bids, the earliest received will take precedence. The amount you indicate online is for the hammer price exclusively. A buyer’s premium of 25% will be added to the successful bid price of all purchases made through Bidsquare and is payable by the purchaser as part of the total purchase price.

**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 photographs can be found on our website at [www.pookandpook.com](http://www.pookandpook.com). Additional requests for condition, information, and/or photographs 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 10 days of the auction date by cash, check, money order, bank wire, and/or major credit card (however, there is a 3% surcharge to use your credit card for payment). Pook & Pook reserves the right to charge the invoice amount plus a 3% surcharge to the credit card account on record if bidders have not paid within 15 days of the auction date.

**PICK-UP/SHIPPING** – Purchased items must be picked-up or arrangements made for shipment within two (2) weeks of the auction. Items may be collected at our gallery most weekdays from 9:00 am until 4:30 pm (call ahead to confirm).

Pook & Pook, Inc. does not provide in-house shipping but will assist bidders in coordinating shipping with an outside shipping company. All shipping costs are paid by the bidder. The following companies have offered their services:

The UPS Store | (610) 518-5010 | [store3093@theupsstore.com](mailto:store3093@theupsstore.com)  
Packaging Store | (215) 361-6940 | [hello@packandshipnow.com](mailto:hello@packandshipnow.com)

A daily fee of \$5 per lot will be charged if items are not removed within two weeks of the date of the auction. Items not removed within 45 days of the auction date will be consigned to 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)