

Everard Auctions
Payment and Shipping Information Form

Congratulations on your successful bid/s in our sale on iGavel. Please review the payment and shipping instructions found below and fill out the information requested. Please then email or fax this form to us at **(912) 231-1034**. If you have any questions please call us at (912) 231-1376.

Shipping Method

- Please arrange for packing, shipping and insurance by The UPS Store via: **UPS Ground** to the address indicated below. **I understand that payment must be made directly to the UPS store and that I will contact them directly with my credit card info at (912) 353-7500.** My initials here indicate that I carry my own insurance _____ (Initial). UPS Next Day Air, 2nd Day Air & 3-Day Select Shipping available upon request.
- Please arrange for shipment via truck to the address below. I understand that payment must be made directly to the trucking service and that they will contact me directly to arrange for delivery. _____ (Initial)
- Either my shipper or I will pick-up my purchases within 3 weeks of the sale closing. Please call (912) 231-1376 to schedule a pick-up time.
- International:** Please arrange for packing and insurance through The UPS Store who will also facilitate shipping via the **United States Postal Service by Express Mail** that will take 3-5 business days to the address indicated below. There will be a \$10 handling fee per box. My initials here indicate that I carry my own insurance _____ (Initial)

Shipping Address (please fill out even if shipping address is the same as billing address):

Name: _____
Company: _____
Street: _____
City: _____ State/Province: _____
Postal Code: _____ Country: _____

Method of Payment

- I hereby authorize Everard Auctions to charge my credit card for the total amount indicated on the invoice. **Credit cards are accepted for purchases under \$3,000.**
- I will pay by personal or business check, made out to Everard Auctions, and understand that my purchases will not be released to me until my check has cleared.
- I will be sending a wire transfer made out to Everard Auctions. Please email us for wire details.
- I will be paying by certified check or money order made out to Everard Auctions.

Credit Card Information

Credit Card: Mastercard Visa Amex

Name on Card: _____	Credit Card Billing Address: _____
Card Number: _____	City: _____
Expiration Date: _____	State: _____ Zip: _____
CVV # (3 digit# on back of card): _____	Country: _____
Signature: _____	Re-Sale Certificate Number: _____

If you are a new purchaser please fax a copy of your resale certificate to : (912) 231-1034

Payment Policy

1. **Invoices Due-** All payments are due within **7 days** of receiving your email invoice, after this a late fee may apply. The buyer's premium is 25%. We reserve the right to cancel any transaction.
2. **Acceptable Methods of Payment for US Purchasers-** For a total amount due of \$3,000 or less, we accept Visa, Mastercard, American Express, checks, money orders and cashiers checks. For a total amount due of \$3,001 or more, we accept only certified checks, cashiers checks, personal and business checks and wire transfers.
3. **Personal or Business Checks-** We will hold all items paid for with a personal or business check for 10 days after the date of deposit. If you need your item(s) released for shipping or available for pick-up sooner, please choose another payment method. There is a \$30 returned check fee.
4. **Sales Tax-** All purchases, including buyer's premium, are subject to the collection of Georgia state and local sales taxes. Buyers will be required to pay 7% sales tax at the time of payment unless one of the two following conditions is met: 1) Items purchased will be shipped out of the State of Georgia by a registered ICC carrier, or 2) The registered buyer provides Everard Auctions with a copy of a valid Georgia Retail License and properly fills out GA Form ST-5: STATE OF GEORGIA DEPARTMENT OF REVENUE SALES TAX CERTIFICATE OF EXEMPTION GEORGIA PURCHASER OR DEALER found at the following web address:

http://dor.georgia.gov/sites/dor.georgia.gov/files/related_files/document/LATP/Form/Sales_Tax_Dealer_or_Purchaser_Exemption_Certificate_ST5.pdf

or provide a copy of a valid sales tax exemption license from another state and properly fills out GA ST-4: CERTIFICATE OF EXEMPTION – OUT OF STATE DEALER found at the following web address:

http://dor.georgia.gov/sites/dor.georgia.gov/files/related_files/document/LATP/Form/TSD_Sales_Tax_Out_of_State_Dealer_Exemption_Certificate_ST4.pdf

5. **International Payments-** International customers with invoices under \$3,000 may pay by Visa or Mastercard or by Wire Transfer in US currency. Invoices of \$3,000 or more must be paid by Wire Transfer in US Currency. No checks or money orders drawn on foreign banks will be accepted.

Shipping and Pick-Up Policy

1. We ship small items through the UPS Store. If you have purchased multiple lots they will be combined for shipping with safety in mind. If we do not feel that they will travel safely in the same box then we will recommend to the UPS store that they are put in multiple boxes.
2. We are happy to help make shipping arrangements for larger items. There are several different trucking companies we use depending on where the shipment is going. Vintage Transport ships anywhere in the U.S. and can give quotes over the phone based on size. Their number is 800-333-0056.
3. **International Shipping-** International buyers must pay for the actual packing, shipping, handling, insurance and import costs themselves by providing their own shipping account number or credit card number. We generally send items internationally through the United States Postal Service by Express Mail which takes 3-5 business days.

The UPS store will pack your items and will also facilitate shipping through the US Postal Service Express Mail service. You will have one charge on your credit card from the UPS Store for packing, shipping, insurance and handling. If you have purchased multiple items we will combine them as safety allows. The handling fee is \$10 per box for filling out the Customs Forms. There are size restrictions on the box that can be sent. For some countries it is a total of 79in. for length and girth and for others it is 108 in. If your items do not fit safely in the size box allowed by your country then we must send multiple boxes or use a different carrier. Also, **USPS Express Mail service only allows each box to be insured for less than \$5,000 depending on shipping destination.** For many European countries the max is \$650. Please e-mail to inquire. If the value of your purchase is more than \$5000, then it either must be sent in multiple boxes or you must carry your own insurance or another carrier must be used. UPS will insure up to \$25,000 to most countries. We are happy to work with you on different options.

3. **Insurance-** Please note that insurance will be charged on all shipments whether domestic or international. The insurance for domestic and international shipping through the UPS store is billed

at **\$2 per every \$100 in value**. We will make every possible effort to insure that shipping damage claims do not occur. For damage in transit resulting in a total loss, this insurance covers the refund of your winning bid amount, buyer's premium and any sales tax collected, but not your shipping and insurance costs. For damage in transit resulting in a partial loss, this insurance provides you with restoration and depreciation coverage.

If you carry your own insurance please indicate this on the shipping form.

- 4. Shipping Questions-** If you have questions concerning shipping that are not covered here, please contact us at (912) 231-1376 or at info@everardandcompany.com.

Thank you once again for purchasing in our sale.

Amanda and Chris Everard
Everard Auctions & Appraisals
