

Introduction to Online Auctions

Auctions International online auction listings are created for the seller, by our staff. Using the information that you provide, our online experts will have your auction up and running within 5-7 business days. These instructions take you step-by-step through the process, and describe what happens after the auctions are over. Please read them carefully.

Setting up your auction.

Step 1: Make an inventory list. Use the condition reports to catalog the auction merchandise. Organize the list from most valuable to least. Ask us if you're not sure, and we will be happy to advise. Always list vehicles and heavy machinery before smaller items. The big items up front attract interest to the other merchandise in an auction.

Use the condition reports we provided to catalog your auction merchandise. It is important that you complete the condition reports to accurately describe your merchandise, especially for vehicles and equipment.

If selling multiple items from more than one location, we suggest a separate auction for each. We can stagger the ending dates to help when removal appointments are scheduled after the auction. This is especially helpful when your availability is limited.

Step 2: Group together similar items, or low-value items. Selling them together for a single bid will make your life easier. This technique will save you time and maximize values.

Items that have low value may be worth much more when grouped into larger lots. Surplus supplies, office furniture, file cabinets, computers, electronics, vintage tools, used tires, older equipment, and obsolete machinery are examples of low-value merchandise.

Since buyers are required to remove the items from your premises after the auction, larger lot sizes make scheduling removal appointments that much easier.

Step 3: Each item (or group of items sold together) is considered one "lot." Using a marker (or writing on a piece of masking tape), number your lots starting with Lot 1. Number the condition reports with the lot number, as you fill the reports out, to make things easier during the auction. Arrange your auction lots in a neat and orderly fashion for the best presentation.

Use letters after the lot to insert additional items into your auction lineup. For example: You've numbered your lots from 1 to 20, and then found another similar item to lot 5 afterwards. Instead of crossing out numbers, or listing the similar item in the wrong part of the auction, simply make a new item Lot 5A and we'll put it in order (to follow lot 5) when we run your auction. Add as many additional lots as you need this way (5B, 5C and so on). This is especially helpful when coming across additional items after you've already documented your lots and assigned lot numbers.

If you are selling more than a few identical items, we strongly recommend making one large lot. Bidders are looking for wholesale purchases at auction, and they may be worth more together than sold separately.

Step 4: Take photos in order starting with “Lot 1”. Take up to 26 photos for each lot. Try to take your photos outside and make sure you use the flash on your camera. Make sure to remove any objects that are not included with your sale items before taking the photos.

Vehicles and Heavy Equipment: Take a photo from each corner of the unit. Position yourself to capture the entire vehicle in each photo. Take a photo of the interior, looking in with the driver side door open. The final photo should be of the engine, with the hood open. For heavy equipment, pressure-wash your items and remove debris.

Typical Vehicle and Heavy Equipment Photos (Minimum of 6 photos)



General Merchandise: Take two or three photos of each lot. Try to get a photo of the nameplate on any machinery or equipment.

Large lots consisting of many similar items: Take one photo of the entire group. Take a close-up of each type of item in the lot. Use all 26 photos if you have to

We highly suggest taking a photo of the Odometer as well as the frame for vehicle and heavy equipment. This helps to verify the information stated on the reports; i.e. mileage.



Step 5: Once you've taken your photos, save the photos from the digital camera to a folder on your desktop. Name this folder with the month and location of your auction items.

Rename the photos to make up with the lot numbers. The photos for Lot number 1 would be 1a.jpg, 1b.jpg, 1c.jpg and so on. Photos of Lot number 2 would be 2a.jpg, 2b.jpg, etc. By naming photos in this manner, there will be no confusion when we create your listings.

We resample all listing photos to 72 dpi resolution, and then set the length of the long side of the photo to 600 pixels.

After you've renamed and saved your photos, you will need to get them to our office. The preferred method of sending your photos is to email them to listings@auctionsinternational.com. We can accept up to 15MB per email. If you can't email them, you may save them to a CD or flash-drive, and mail them to Auctions International, 11167 Big Tree Rd, East Aurora, NY 14502, Attn: Online Auctions.

Step 6: Fax your completed condition reports to 888-870-6709 after you have filled them out. Remember, your items will not be listed unless the condition reports are filled out with the required information. Please write Attn: Online Auctions on your cover sheet. If you do not have a fax machine, or if it is more convenient, you may scan and email the completed reports to listings@auctionsinternational.com.

If you are selling vehicles, and you checked "clean title" on the condition reports, you must also fax over a copy of the title, transferable registration or certificate of origin.

Step 7: Once we have received all of your merchandise information, it will take 5 to 7 full business days to have the auction ready. We will contact you to review the proposed ending date before the auction begins, and ask any questions that we have about your merchandise.

During the course of the online auction, we can update the listings if there are any changes to be made. However, you should double-check your condition reports and terms before sending over your information. This will help us to provide the highest quality services to you.

After the online auction

Auctions International auctions typically run from 10-14 days. They can be scheduled to close any day of the week between 6pm and 10pm. This is the time of the day when our website

receives the most traffic. If you need or want more time for the auction length we can stretch it out to 30 days or more. This is helpful if you need time to place advertisement for the sale.

Each weekday morning, we update our “Past Prices” page with the results of online auctions that closed the evening before. This page is where you can find out the results of your auctions. Print this page out for a permanent record of the initial results.

After your auctions end the winning bids must be approved or declined within 24 hours so we can invoice the auction, get the invoice out and start collecting the proceeds. Email approvals or decline bids to Lynn@auctionsinternational.com, or call 800-536-1401 ext. 135.

Ten business days after the auction, please check your records for any unpaid items, or items that have been paid for but not removed. Telephone numbers of the buyers are located on the upper right side of the invoices. Contact the buyers and set a deadline for removal (note below:)

The standard terms of our auctions state that the buyer has ten business days after they receive their invoice to remove the merchandise from the seller’s premises, or the items will be subject to repossession by the seller, with no refund issued.

If after five business days an item has not been paid for, we have two options. The first would be to ban the offending bidder, and contact the back-up bidder to see if they are still interested. If the back-up bidder does not want to purchase the item, then we can re-list the unsold items in a new auction. Please call Lynn and let us know if there are still items sitting on your premises at this time, so we can take appropriate action,

Fifteen days after the auction has concluded, we will send you a check for auction proceeds, according to the terms of our contract.

Invoicing and Payment Questions: Lynn Czaja: 800-536-1401 ext.135
Email: lynn@auctionsinternational.com

Data Input and Auction Scheduling: Jessica Ruestow: 800-536-1401 ext. 126
Email: Jessica@auctionsinternational.com

Operations Manager: RJ Klisiewicz: 800-536-1401 ext. 110
Email: rich@auctionsinternational.com

Listing Tips & Hints for Sellers

The optimal auction order is: heavy equipment, big trucks, light trucks, vans, vehicles, pumps, tools, machinery, office equipment, scrap, etc. We try to list the things that will garner the most attention first, to draw bidders to the rest of the merchandise in your auction.

After you have numbered the items, fill out one of the attached condition reports for each item. Write down “Lot number” in the upper-left corner of each condition report. You don’t have to go crazy with every little detail, but keep in mind that better description are directly related to higher prices for your merchandise. You can see example of item descriptions on the website: www.AuctionsInternational.com.

It isn’t a big deal to sell a vehicle without a title, we just have to know before the auction begins. Vehicles without titles, transferable registrations, or a certificate of origin are worth less than vehicles that have clean titles with no liens.

If you discover that an error has been made in your listing(s), please contact us to report the problem, and be ready to provide the necessary corrections. Updates can be made any weekday before the bids close.

Again you will be able to approve or decline bids after the auction has completed. Please let our staff know ahead of time if you need to submit the auction results to a board meeting or other assembly for approval. If you (or your board) do decline bids after the auction is complete please be sure to specify a minimum acceptable price, so we can post the minimum price on the “Past Prices” page. Often, the high bidder may contact us and agree to pay the higher price.

Just about anything and everything can be sold with our online auctions. Be creative when thinking of what to sell. Get rid of the items that clutter up your facilities, and turn them into cash. Here is a brief list of ideas;

Loaders, cranes, excavators, sweepers, dump trucks, vacuum trucks, roll-off trucks, pickups, fleet autos, vans, abandon vehicles, highway repair machinery, plows, sanders, forklifts, buses, engines, truck parts, electrical supplies, electronics, radios, computers, building materials, asphalt, gravel, stones, bricks, lumber, roofing, culverts, junctions, curb materials, pavers, salvage materials, scrap metals, seized property, evidence, safe deposit box content, and just about any other surplus items you can think of!

Thank You for reading these instructions. Please contact us anytime Monday-Friday from 9am-5pm Eastern Time with questions and for assistance in selling your surplus items.

1-800-536-1401