

**AGENCY AGREEMENT** Please Complete in Block Capitals

I, (Name) .....

Of, Address .....

.....

Post Code ..... Tel. No. ....

Email Address .....

confirm that I am the legal owner of the item/s described on the inventory list and that there are no charges or debts on the said items which prevent me from entering into this arrangement to sell the item/s through this Agency Agreement with Auction Bay.com.

**Please Read and Sign this Agreement**

I agree to pay Auction Bay.com a commission of .....% of the final sale price or £5.00 per item listing, whichever is the greater, excluding postage and packing.

Auction Bay.com agrees to list the item/s on eBay or other auction web sites for sale and, in the event the item/s hasn't sold, to relist the item/s for a second auction at no additional charge.

I understand that in the event if my item/s not being sold, the minimum administration charge of £5.00 per item will be payable before the item/s are returned to me unless my auction has been started at 99p, in which case no fees are payable. If my auction is started with a reserve price then a minimum fee of £10 will be payable if the item does not sell.

N.B. Fees for vehicle and property sales vary from those for general auction sales but all other terms and conditions remain in force.

Should such item/s ( other than property and vehicles) not be collected by me within 14 days of the close of the auction then Auction Bay.com may dispose of them at their discretion or donate them to charity.

Additional charges for enhanced listings or variations to auction styles and collection or delivery charges may be payable by negotiation.

It is my express responsibility to supply all required information about the item/s and provide proof of address and identity and describe the item/s as thoroughly as possible including listing damage, defects and history.

I understand that I am responsible for insuring the item for the entire period of this agreement up till the sale is completed and delivery has been completed to the buyer and that I will indemnify Auction Bay.com against any claims or circumstances which may arise from the sale of my item/s.

Auction Bay.com agrees to accept the inventory listed item/s and to list them for sale in eBay or other auctions in the "auction" or "buy it now format" at the price detailed for the agreed duration. The item/s must comply with all eBay terms and conditions and Auction-bay.com may reject or remove any item which does not conform to these policies.

Auction Bay.com will design, prepare and list items in appropriate categories in eBay or other auctions with detailed descriptions and photographs and will respond to all buyer enquiries.

At the close of the auction, Auction Bay.com will liaise with the buyer and arrange packing and delivery of the items to the buyer. Postage and packing costs are listed separately in the auction and are payable by the buyer.

On completion of the sale and receipt of cleared funds from the buyer, Auction Bay.com will pay to the seller the balance of funds from the sale, less the agreed commission and fees, by cheque to the address above within 2-4 weeks of the end of the auction.

Auction Bay.com will issue a statement on completion of the sale to accompany the seller's payment detailing all receipts and payments relating to the sale.

I have read and understand the terms of this agreement and authorise Auction-bay.com to sell the items listed below in accordance with the terms of this agreement.

Signed ..... Signed on Behalf of Auction Bay.com .....

Dated ..... Dated .....

Inventory Item Title	Date of Listing
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Item Description	Item Details	Agreed Listing Price	Auction Style

Any Other Agreed Terms

Signed ..... Signed (Auction-bay.com) .....

**auction – baY.com – Sells your items the easy way**