

CORDIER AUCTIONS

1500 Paxton Street
Harrisburg, PA 17104
(717) 731-8662
CordierAuction.com

How It Works

1. **Review:** Have your items reviewed for auction by an appraiser.
 - a. All items our company sells are reviewed by an appraiser prior to consignment.
 - b. You can send in photos to info@cordierauction.com or by text to 717-704-6652. For more information on sending in photos, please see the next page.
 - c. Certain items may need to be reviewed in person. In that case, we may request you make an appointment to bring a few of your items or photos into our offices for review.

2. **Contract.** Once your items have been reviewed and you have decided to move forward, you will receive a consignment contract to sell your items at auction.
 - a. This contract can be sent via DocuSign, by email, by mail, or you can make an appointment to fill one out in person at our offices.
 - b. The contract will include information about our commission, as well as any pick-up costs or fees that may apply.

3. **Consign.** Once we have your signed and completed contract, we can schedule a pick-up or drop-off appointment to take in your items. An inventory of your items will be provided at this appointment, or you can supply your own.

4. **Sell.** Your items will typically be scheduled to auction within 30 to 60 days of consignment.
 - a. You will be notified when your items are coming up for auction, usually the week prior to the sale.
 - b. Following the auction, you will receive a preliminary report of what sold and for how much. This report is also available at any time following the sale upon request.

5. **Payment.** Checks for auction proceeds are sent within 30 business days following each auction. Our goal is to provide payment in 30 calendar days. You will receive a final report with your auction proceeds detailing what sold and for how much. We advise you to keep both the check stub and this report for your records.

How to Send In Photos for Review

Our appraisers need to see your items so that we can determine that they are a good fit for Cordier Auctions. Below, we've outlined some tips for sending in pictures.

Need Help Sending Photos?

Below are some options on getting photos to us via email or text, but don't worry if you're not tech savvy! The photos don't have to come from your personal email address or cell phone. If you need to have another individual send them for you, just make sure they include all your contact information so that we can get back to you.

1. Email

- a. Send in pictures to info@cordierauction.com. Make sure to include your name, phone number, and the location of the items.
- b. Please provide as many photos as possible of the items. Try to get pictures of any marks and signatures on the items. You can use the level of detail with which you're comfortable.
- c. When it comes to art, try to get a picture of the front and back and include measurements and a picture of the signature, along with anything you might know about the artist.
- d. For estates or significant downsizings, take room shots! You can stand in the corner or doorway of a room and take a picture of everything that will fit into the frame. Then, stand in the opposite corner and do the same thing. Don't forget basements, attics, and garages.
- e. A list along with your pictures can help us sort through your items and make sure we're taking everything into account.

2. Text

- a. Send a text message to 717-704-6652 including all information above.
- b. Our text number is just for pictures. Call our offices at 717-731-8662 with any questions or to follow up on the status of your review.