



Running a Sequential Sale with AuctionsPlus

Equipment required at sale centre

- Mobile Phone + headphones (we advise against using air pods)
- Backup phone & sale contact (in case connection is lost with sale contact)
- Spare Mobile Phone - If the vendors have nominated the audio package then a spare phone to dial in the audio stream is required
- Stable internet connection and phone connection

Day before sale

AuctionsPlus Sale Contact will phone selling agent and confirm:

- Nominated sale contact for sale day
- Back up sale contact
- AuctionsPlus Rep who will be running the sale – provide name and phone number
- A time to be in touch the following day
- The process to follow if connection is lost between AuctionsPlus and the sale centre
- Any changes to the selling order (or other) must be made in writing, no less than 24 hours before the sale

Day of sale

1. If your sale includes audio streaming, begin testing at least **90 minutes** before the start of the sale
 - The conference numbers (number to dial and pin number) will be text to the sale contact & back up.
 - Find the best position for the phone during the sale to ensure the best audio for online viewers. This is likely the rostrum in front of the auctioneer or on top of a speaker.
 - The conference number is dialled and AuctionsPlus checks the clarity of the call, delay etc
2. The Selling Agent (or nominated sale contact) must communicate starts, reserves, bid increments and withdrawn lots at least **60 minutes** prior to the commencement of the sale in writing
 - Lots may have different start and reserve prices.
 - We cannot guarantee changes will be made if directions given are <60 minutes prior to the sale start time.
3. An AuctionsPlus bidspotter allows the auctioneer and/or sale contact to view online bids digitally (on an ipad, laptop or phone)
 - AuctionsPlus staff will send through a link for access prior to the sale commencing.
4. The sale contact will call the AuctionsPlus contact prior to the sale starting and be on the phone for the duration of the sale
 - They will bid on behalf of AuctionsPlus at the sale and relay sale activity over the phone; if they're holding the bid or what the bid price is at the sale centre.



After the sale

1. At the conclusion of the sale, online buyer details will be emailed to the settling agent or alternative nominated sale contact.
2. A full post sale report will be sent to the agent and the vendor between 24 and 48 hours post-sale.
3. Invoicing will take place.
4. We appreciate all feedback – please take the time to fill in the following form:
<http://bit.ly/PostAuctionSurvey>



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