

## New Methodology for Sale By Tender

This methodology will be posted onto the PSC website for Member use.

Members who are regular attendees of the Sale By Tender (SBT) will be invited to adopt this methodology to speed up the process of administration and execution of the SBT.

### **Methodology.**

**Prior to the Sale By Tender.** Members are to prepare their lots by clearly writing on the lot the following:

- Surname with a number e.g. Smith 01, Smith 02, Smith 03 etc. (If using sticky labels it is advisable to use “removable” labels)
- Brief description of the lot
- Reserve
- Prepare a sheet listing all their lots for SBT (See Enclosure 1). This should reflect the details on the labels exactly.

Members will be able to list up to 50 lots per SBT.

Members who do not have access to a computer may list their lots in neat legible handwriting.

**At the Sale By Tender.** Members can immediately place their lots on the table in sequence where space is available and then hand in their pre-prepared sheet listing all their lots to the Sales Coordinator. This sheet will be used by the Sales Coordinator team to administer the SBT.

Members who are interested in a lot will continue to mark the lot with a “tick”

**Post Sale By Tender.** Members are to take all their unsold lots. No lots will be held by the PSC on behalf of members unless by exception. Members will be able to reuse the same labelling on their lots in subsequent SBT if they wish or prepare a new label. Lots should only be put up for SBT a maximum of 3 times to allow for rotation of lots.

### **Sale By Tender Vendor Sheet example – Mr. John Smith**

<b>Smith 01</b>	<b>Empty 64-page stock book</b>	<b>Res \$30</b>	
<b>Smith 02</b>	<b>Empty 64-page stock book</b>	<b>Res \$30</b>	
<b>Smith 03</b>	<b>Empty 64-page stock book</b>	<b>Res \$30</b>	
<b>Smith 04</b>			
<b>Smith 05</b>			
<b>Smith 06</b>			
<b>Smith 07</b>			
<b>Smith 08</b>			
<b>Smith 09</b>			
<b>Smith 10</b>			
<b>Smith 11</b>			
<b>Smith 12</b>			
<b>Smith 13</b>			
<b>Smith 14</b>			
<b>Smith 15</b>			

