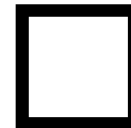


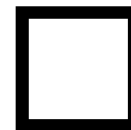
Organizing a Site for a MaxSold™ Online Auction

Your goal for organizing is to have the space setup for cataloging and photography as follows. MaxSold is happy to recommend a Senior Move Manager / Professional Organizer for setup. In the event MaxSold must organize prior to cataloging, **a fee will be billed as outlined in the contract**, this may affect auction schedule could change to accommodate the organization time.

Personal Items Set Aside	Recyclable Items Removed	Donation Items Removed	Throw away items removed	Done?
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All Boxes Unpacked & Nothing Wrapped

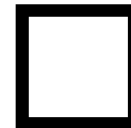


Unless the entire box is ONE lot (one picture without unpacking or unwrapping shows contents i.e. a box of Tupperware, extension cords or a new in-box item)

Bring Similar Items Together



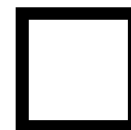
Eg. Sets of china, crystal, linen, cups and saucers, brass, glass, etc. in groups of 6-10.



Valuable Small Items Moved to a Central Location



Eg. Watches, jewelry, coins, stamps, etc. moved to a central, well lit location in groups.



Stretched Out in Groups (camera ready)

Done?

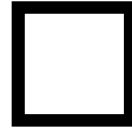


Make “lots”, placing items **on tables, under tables and on the floor stretched out** without stacking.

A “lot” is a single listing in the auction catalog which can be a single valuable item or a collection of items.

Be sure to leave space to divide lots and leave enough room between the rows for photographer to move around.

Place tables against the wall to maximize space.

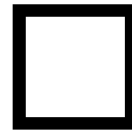


China Cabinets and Shelves Setup



Each shelf or section in the china cabinet can be a lot.

Separate unique or valuable items.

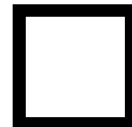


Contents of drawers and closets setup



Contents of drawers and closets should be setup on floors or surfaces **if they are unique or valuable.**

If the contents are everyday cups, dishes, pots or linen, contents of the drawers/shelves/cupboard can be ONE lot.



Note that MaxSold will tweak the lots you have designed without a fee!

In the event additional time is required, MaxSold will assess additional costs to cover time and mileage as per contract.

Some helpful notes!

- Before you start into the project have a **good walk through of all floors** in the house reviewing all areas of work, **opening ALL cupboards, drawers, closets, etc.**
- While reviewing you should be identifying **areas of concern, heavy work load, fragile and valuable items, and space.**

Key notes during your review

- It is very important to bring similar items together (eg. Sets of dishes, cups, figurines, silver, art, etc.)
- **Assess areas of concern** may be areas that are dirty could be an infestation
- **Infestation:** You'll want to ensure anyone working in this area is appropriately dressed and wearing the appropriate footwear, masks etc. *please be sure not to transfer items from this area of the house into another location in the house.
- **Health Tip:** Always be sure that you are able to get windows or doors open for air circulation during work hours.
- **Heavy workload areas are overfilled rooms:** You'll have to find an alternative area to organize your completed boxes/trays into.

As a team, start setting up at one end of the house and work your way across.

- Starting at one end of the house makes it easier for the cataloguing team to know that once they have completed a room and moved on they don't have to revisit that room.

Working as a team, you can tackle rooms faster than working individually in separate rooms.



Notes for efficient organizing:

- Don't spend too much time sorting through low value items - simply **isolate and group them** (eg. two rows in a cupboard becomes one lot if there are things in cupboards; you don't even need to pull them down to set them up in trays).
- Group items in a way you see buyers wanting to pay \$30 or more
- **ALWAYS separate and group high value items:** Like signed crystal, sterling, china, Gibbard, Andrew Malcolm - or new items because they bring more money (and that's how you'd buy them in the store)
- All personal items including money found during setup is to be set aside for the seller.
- **Put smalls in lots** (note: for china tea cups, there are 6 sets per lot unless they are Royal Crown Derby or Shelley one per lot!)

After you've organized the sale, send an e-mail to MaxSold about

- Note of anything a Product Expert might be required for (eg. high value art, china, etc.)
- Nuances for cataloging/preview/pickup (eg. nothing in basement, watch for broken glass, lighting is dim, etc., and make sure you catalogue items in garage, shed, etc.)
- Where high value items are located (Eg. high value items in dining room)
- Make sure nothing personal is left behind, lights are turned off, drapes are closed, door is locked

Please write any notes about valuable items here to pass on to the MaxSold cataloger



