

ORGANIZING A SITE

FOR A **maxsold** ONLINE AUCTION

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, auction schedule could change to accommodate the organization time.

Your goal is to have the space setup for cataloging and photography as follows.

Personal Items Set Aside	Recyclable Items Removed	Donation Items Removed	Throw Away Items Removed	Done?
				<input type="checkbox"/>

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).



Done?

☐

*Tip: Holiday decorations can stay boxed - just bring them together!

Bring Similar Items Together

Anything that matches or goes together, for example: pair of matching lamps, sets of China.

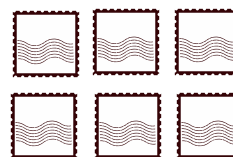


Done?

☐

Valuable Small Items Moved to a Central Location

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



Done?

☐

Stretched Out in Groups (camera ready)

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.

Tip: shoot for an auction value of **\$35** or higher.

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

Tip: Place tables against the wall to maximize space.



Done?

☐

China Cabinets and Shelves Setup

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

Separate unique or valuable items.

Tip: Most items in a cabinet are in natural lots.



Done?

☐

Contents of Drawers and Closets Setup

Remove items not for sale from dressers drawers and desks.

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

Tip: Move as little as necessary, most items can stay on the shelves.



Done?

☐

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

MaxSold will tweak the lots you have designed.

SOME HELPFUL NOTES!

- Before starting, walk through the house reviewing all areas of work, opening ALL cupboards, drawers, closets, etc.
- While reviewing, identify areas of concern, heavy work load, fragile and valuable items, and space.

During Your Review

- Bring similar items together (eg. Sets of dishes, cups, figurines, silver, art, etc.)
- Assess areas of concern.
- 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 and overfilled rooms: you'll have to find an alternative area to organize your completed boxes/trays into.



Notes for Efficient Organizing

- Don't spend too much time sorting low value items - simply isolate and group them (eg. two rows in a cupboard becomes one lot if there are things in cupboards).
- Group items in a way you see buyers wanting to pay \$35 or more
- ALWAYS separate and group high value items or new items: like signed crystal, sterling, china, or new in box, never opened items.

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

This makes it easier for the cataloging 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.

We need the site to be set up, before our team can catalog:

1. Separate things for sale and not for sale
2. Check our "do-not-sell" list
3. Unpack boxes and have nothing wrapped
4. Bring similar items together
5. Move valuable small items to a central location

Please put important information regarding items on post-it notes or on a notepad and leave it with the item.