

PWCC Auctions Consignment Form & Packing List

We are pleased to assist you in the broking of your collection! This form describes the auction process and serves to provide the consignor/auction-house all the information required for properly placing your consignment into one of our monthly auctions. Please print this form and include it with your consignment.

Current PWCC Client *(only need your name)*

Name: _____

New PWCC Client / Change of Contact Info

Name: _____

Address: _____

Phone: _____

Email: _____

Which auction are you consigning to?

_____ *January Premiere Auction*

_____ *July Premiere Auction*

_____ *February Premiere Auction*

_____ *August Premiere Auction*

_____ *March Premiere Auction*

_____ *September Premiere Auction*

_____ *April Premiere Auction*

_____ *October Premiere Auction*

_____ *May Premiere Auction*

_____ *November Premiere Auction*

_____ *June Premiere Auction*

_____ *December (no auction held)*



PWCC Auctions
1325 Howard Avenue #931
Burlingame, CA 94010-4212
805-440-8903
brent@pwccauctions.com

Packing List

Briefly describe the contents of the consignment (feel free to staple a separate packing list to this form):

Shipping

We can accept consignments shipped via any standard courier or through in-person drop-off. We especially like USPS Express, USPS Priority w/ Certified, USPS Registered mail, UPS Ground, and FedEx. Determining the best courier depends on the size and value of the consignment. Timeline may also influence the shipping selection if the consignment deadline is quickly approaching. Regardless of which courier you choose, NEVER send a package without a tracking number and required signature (i.e. do not send USPS Priority mail unless Certified tracking is added). Do not hesitate to contact us to request our opinion.

Shipping Address

**PWCC Auctions
Attn: Brent Huigens
1325 Howard Ave. #931
Burlingame, CA 94010-4212**

Packing

Place consigned items into an appropriate box and be sure to keep items away from box corners; 2" of padding between your collectible and the box corner is ideal. Double boxing is never a bad idea (though a larger box will often increase shipping costs). If you're shipping graded cards, be sure to stack graded cards tightly and secure them with rubber bands or a padded envelope. Make sure ungraded (raw) cards are properly protected; ensure cards in binder pages are secured tightly to prevent shifting in transit.

Consignment Procedure Checklist

- _____ Assemble items for consignment

- _____ Print and fill out this form

- _____ Place this form in box with consignment and ship via preferred courier

- _____ Send an email with courier tracking to brent@pwccauctions.com.

We'll confirm via email when the package arrives at our address. This email serves as a digital record of your consignment, which is needed for insurance purposes. If you're a new client, the contact information at the top of this form will be used to establish your account. Check the "Client Portal" on our website to view your listings a few days before the auction begins. The "Client Portal" will also be updated after the auction closes with your individual auction results; complete auction results will also be emailed via PDF to all clients who consigned. Consignment checks are issued via personal check approximately 2 weeks after the auction's close. PayPal personal payments (no fees) can also be issued upon request.

We look forward to working with you! Contact us with any questions:

brent@pwccauctions.com
805-440-8903