

## ON-SITE ESTATE SALE POLICIES & PROCEDURES

We look forward to assisting you with your estate. We will do a **50/50 Split** with the following preparations included:

It will be a **2-Day Sale**. We suggest the following dates:

- **PREP DAY:**
- **SALE DAYS:**
- **THE CLEARING OF THE HOME IS AN ADDITIONAL CHARGE RANGING FROM \$750 TO \$3000.**

**All prep and set up prior to the sale.**

- This includes merchandising, organizing, and pricing items, with an appraiser reviewing pricing if needed.
- **There will be a \$350 set-up fee to cover labor and admin costs.**

**All advertising.**

- We will place **online ad** on [EstateSales.net](http://EstateSales.net) and promote it regionally with video and pictures that will stay up through the sale.
- We will send an **email** out to our 10,000+ person database advertising the sale.
- We will do a **Facebook Live video** (18,000 followers) that will be recorded and posted on our Facebook page, our website ([www.theoccasionalwife.com](http://www.theoccasionalwife.com)), and [EstateSales.net](http://EstateSales.net) before the sale and will remain until the end of the sale. *Please feel free to share!*
- We will **post pictures** on our Facebook, Twitter, Instagram, and website.
- We will **post flyers** at our two store locations (5727 Jefferson Hwy. & 2850 Magazine St.). We will produce flyers that we hand out to each customer as they come in or check out.
- We will **place signs** strategically in the neighborhood of the sale, if allowed. If you would like them in a particular place, please list here:

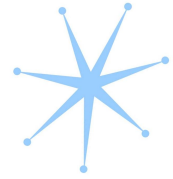
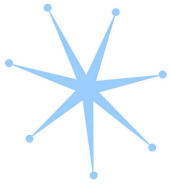
### BEFORE THE SALE

We will be on location the **WEDNESDAY** prior to the sale dates to set up. We will do a walkthrough with you to determine any special pricing you require. We will also require you to advise us of the flexibility we have in pricing—i.e., do you want us to move the items quickly, or are we to hold firm on all pricing? In addition, any items that are not for sale must be clearly indicated and marked as such or moved prior to the sale. Our Director of Estate Sales, Veronica Cross, will work with you and our team to review all pricing prior to the sale:

**The Occasional Wife**  
5727 Jefferson Hwy., Elmwood, LA 70123  
504 • 481 • 7006

**The OW Home**  
2850 Magazine St., New Orleans, LA 70115  
504 • 460 • 9336

504 • 302 • 9893 (Main Phone) | [info@theoccasionalwife.com](mailto:info@theoccasionalwife.com) | [www.theoccasionalwife.com](http://www.theoccasionalwife.com)



Veronica is a visual artist and published writer with a background in antiques, vintage décor, and art. Raised both in the Northeast and New Orleans, Veronica comes from a family of artists, artisans, and antiques dealers, which has informed her fascination with material culture and her ability to identify objects. While living in the Northeast, Veronica dealt in antiques and vintage in venues such as the Brimfield Antique Show (MA), The Garage at 26th St (NYC), maintained her own shop, NY & Maine Antiques in Skowhegan (ME), and worked at two antiques-focused auction houses in Maine. She has worked with The Occasional Wife since 2018 in estate sale services and art and antiques-related projects for clients. These varied experiences have strengthened her abilities to adapt to client and location needs, identify and value a diverse selection of items, and to build long term relationships with a broad range of customers.

Her experience as an arts programming director, arts and writing consultant, exhibiting artist in over 60 shows, and independent curator has developed her organizational eye, comprehensive communication skills, and capacity to successfully direct projects within specific timelines. She is active in the New Orleans arts community in producer, organizer, writer, and editor roles. Veronica holds a BA in Art and Entrepreneurial Studies with a Minor in Art History from The University of Southern Maine (ME) and an MFA in Visual Art from Vermont College of Fine Arts (VT).

## SALE DAY

We will arrive at 7:30 am. The sale will begin at 8:00 am. We have a designated checkout area where The Occasional Wife is seated with a cash box and iPad, which has our Square Cash Register app on it. We will ring up every sale via Square Cash Register. The Worker Bees will walk around the sale, watching all items as well as answering customer questions, pushing sales, and negotiating on pricing if we are able to do so. We prefer to checkout in all areas of the sale to keep the line shorter. We use the Square Cash Register on our phones as well, which all gets added into your grand total. **We do not track individual items during the sale due to the speed and volume of transactions, so there will not be an itemized inventory of what sold.**

Please note we accept Cash, Credit Cards, and Checks, which are made payable to The Occasional Wife. At the completion of your sale, we will share with you the totals for the day. **Please note that we cannot in any way guarantee you a certain sales total nor can we guarantee attendance.** Our normal procedure is to hold all cash, checks, and credit cards for 5 days after the sale to ensure that all checks clear, and there are no chargebacks on credit cards. Then we issue you a check for your 50% portion of the total sales after credit card fees.

Upon completion of the sale, we are happy to take all remaining sellable items to our stores (listed below), where they will be sold for you at a 55/45 split, with The Occasional Wife receiving 55% of the sales. The home can be completely cleared out after the sale for a flat fee ranging from \$750 to \$3000 based on location as well as the amount and size of remaining inventory.

I have read the above procedures and I accept them as written.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

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