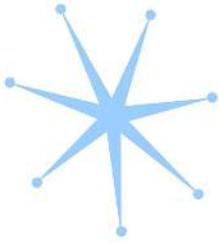


ON-SITE ESTATE SALE POLICIES & PROCEDURES

We look forward to assisting you in the divesting of 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 \$350 TO \$750.**
- **All prep and set up prior to the sale.**
 - This includes merchandising, organizing, and pricing items, with an appraiser reviewing pricing if needed.
- **All advertising.**
 - We will place **online ad** on 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), and 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** in our Estate Sale Store at 8237 Earhart Blvd. where we are open Mon. - Sat. 10:00 am - 3:00 pm. 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.

SALE DAY

We will arrive at 7:00 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, and it all gets added into your grand total. We feel it allows for the sale to run more efficiently, and we can offer better customer service which encourages sales.

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 portion of the total sales minus 3.00% for credit card fees.

Upon completion of the sale, we are happy to take all remaining sellable items to our Estate Sale Store at 8237 Earhart Blvd., where they will be sold for you at a 55/45 split, with The Occasional Wife receiving 55% of the sales. The home will be completely cleared out after the sale for a flat fee ranging from \$350 to \$750 based on location as well as the amount and size of remaining inventory.

We look forward to working with you, and please let us know if you have any questions.

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

Name: _____

Date: _____