



AUCTION EVENT PLANNING

INTERNAL USE	
CUSTOMER:	_____
LEAD:	_____ RATE: _____
JOB CODE:	_____

HOW TO USE THIS FORM

This form is used to guide the listing of items on purplewave.com. Complete this form for each location in which items are located. A completed copy of this form is required for listing items on purplewave.com.

LOCATION OF ITEMS

Complete location information. Check the box if you do not want company or full address published to purplewave.com

Company/Department _____ Address _____

City _____ State _____ Zipcode _____

Do NOT publish company/department to purplewave.com Do NOT publish full address to purplewave.com

QUESTIONS ABOUT THE ITEMS SHOULD BE DIRECTED TO:

Complete contact information. Check the box if the information can be published to purplewave.com.

Name(s) _____

Publish to website?

Email(s) _____

Phone(s) _____

Same as above

QUESTIONS ABOUT INSPECTION SHOULD BE DIRECTED TO:

Complete contact information. Check the box if the information can be published to purplewave.com.

Name(s) _____

Publish to website?

Email(s) _____

Phone(s) _____

INSPECTION DETAILS (check all that apply)

Inspections are by appointment only

Inspections are during the following dates and times:

Notes _____

Date:	Times:
Date:	Times:
Date:	Times:

QUESTIONS ABOUT LOAD OUT SHOULD BE DIRECTED TO:

Complete contact information. Check the box if the information can be published to purplewave.com.

Same as above

Publish to website?

Name(s) _____

Email(s) _____

Phone(s) _____

LOAD-OUT DETAILS (check all that apply)

Load-out is by appointment only

Load-out is available during the following dates and times:

Notes _____

Date:	Times:
Date:	Times:
Date:	Times:

Can you provide...? (check all that apply)

Load-out assistance? Vehicle start assistance?

Forklift? Loading dock?

Items must be removed by _____

Minimum is 7 days from the date of the auction.

Default is 14 days after the auction.

How would you like to receive paid invoices after the auction?

Email _____ Fax _____

List any additional people to receive paid invoices at the end of the auction (location contact above is included by default)

Name: _____ Email: _____ Fax: _____

Name: _____ Email: _____ Fax: _____