



AUCTION BOOKING SHEET

Bookings may be made directly on the internet or by use of this form. This form is to be FULLY completed in BLACK INK and faxed to (02) 9587 5266 NO CONFIRMED bookings will be accepted over the phone.

Please tick the appropriate box

IN ROOMS

Date of Auction: _____ **Time:** _____

VENUE: _____

ON SITE

NOTE: You MUST call 9587 5277 (between 9am & 5pm Mon to Fri) to confirm that an auctioneer is available at the preferred time before you confirm it with the Seller or place any advertising

Date of Auction: _____ **Time:** _____

The Agent accepts that it is their responsibility to administer the Bidders Register for all on site Auctions

To be completed for all auctions booked Date of Agency: _____

ADDRESS OF PROPERTY: _____

Office: _____ Phone: _____

Lister: _____ Mobile: _____

Inspections Times: _____

Seller(s) Names: _____

as per contract or Agency Agreement

Address: _____

DESCRIPTION: If Auction In rooms **Description for the order of sale. No longer than 3 sentences.**

BLOCK LETTERS PLEASE

In submitting this form we understand that the auction being booked is governed by the standard Agreement contained in THINK REAL ESTATE Auctions Procedures Booklet.

Once this form has been fully completed, please fax to (02) 9587 5266. Any queries call 9587 5277
NOTE: On site auctions cancelled **14 days or less** before auction date will be charged at the **full fee**; 15 days or more the charge is 1/2 fee. In rooms auction will incur a booking charge plus a fee for digital if the auction does not proceed on the booked night.
The Auctioneer will not inspect properties prior to auction.