

# HOW TO COMPLETE YOUR BID FORM

1

**YOUR DETAILS** Write your full name and address in the box (block capitals please).

Provide your email (we may use this to contact you if we have a query about your bid form).

We will also email your invoice/results to this email address - please tick the box if you do not wish to receive this by email.

2

**PAYMENT OPTION** Tick your preferred payment option:

- **Invoice** - send payment on receipt of your invoice
- **Signed blank cheque** - enclose with your bid form, payable to UPA & endorsed with the words "not to exceed £....."
- **Credit / debit card** - provide your card details for us to take payment if your bids are successful

**FULL PAYMENT INFORMATION CAN BE FOUND ON PAGE 2**

3

**PURCHASE LIMIT** Write your purchase limit in the box. Leave blank if you do not need us to limit your spend.

If you are bidding to a budget, you can specify an overall spending limit when you bid. E.g. You can bid on items which may cost £500 if you were to win them all, but if you specify a spending limit of £300, once your spending limit has been reached you will not win any more items.

**Please list your bids in order of priority** (we will work down your list until we reach your limit).

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**INSTALMENTS** Request to pay in instalments must be made when placing your bids. Please circle how many instalments you would like, terms as follows:

- Payment over two, three or four monthly instalments is available to clients with invoices in excess of £60.
- Four instalments are only available for invoices in excess of £250. If you win less than this, we reserve the right to reduce your instalments accordingly.
- There is no extra charge for this service but lots are only despatched upon completion of payment or subject to status (i.e. long established UPA client).

5

**BID STEPS** Please circle how many bid steps you want applied to your bids. Leave blank if you do not want bid steps added.

A maximum of 3 bid steps can be applied to all or some of your bids in the event of a tie. Bid steps are applied as follows...

- Bids up to £39 - bid steps are in £1 increments
- Bids between £40 and £79 - bid steps are in £2 increments
- Bids between £80 and £299 - bid steps are in £5 increments
- Bids £300 and above - bid steps are in £10 increments

If bids are still tied after bid steps have been applied, the earlier bidder takes priority. Bid early to avoid disappointment!

6

**SPECIAL INSTRUCTIONS** Please tell us now if you want us to ship to an alternative address or delay shipping and/or payment. Don't risk telling us when your goods may have already been despatched.

Use this box to provide references if you are a new customer, or provide any other information we will need when processing your bid form.

7

**BIDS** Write your bids in the table. If you need more space, continue on the other side using section 8.

**CONDITIONAL BIDS** List the items in your order of preference and mark them clearly as per the examples below...

lot 1234 @ £35 }  
lot 1235 @ £32 } - one lot only  
lot 1236 @ £37 }

EITHER  
lot 1234 @ £35  
OR  
lot 1235 @ £32  
OR  
lot 1236 @ £37

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**EXTRA BIDS** Use this table to continue with your bids.

**PLEASE USE SECTION 7 FIRST!**

## Post your bid form:

**UPA (Admin), 4 The Old Coalyard,  
West End, Northleach, Glos, GL54 3HE, UK**

**Email to: [bids@upastampauctions.co.uk](mailto:bids@upastampauctions.co.uk)**

## Please note:

- We **DO NOT** confirm receipt of bid forms submitted by post/fax.
- Please **DO NOT** submit your bids by another method 'just in case' - submitting duplicate bid forms may result in bidding against yourself.
- If you want to check your bid form has arrived with us, please contact us directly.

**RESULTS WILL BE SENT TO ALL BIDDERS (REGARDLESS OF SUCCESS)**