

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).

4

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

8

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**

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) ON: 8TH JULY 2022

SHIPPING WILL COMMENCE ON: 11TH JULY 2022