



## Hess Auctioneers, LLC

1451 River Road ~ PO Box 10

Marietta, Pennsylvania 17547

Phone 717-426-2493 ~ 866-511-2493

Fax 717-427-1665

PA Auction Company # AY 002025

Email ~ [info@hessauctioneers.com](mailto:info@hessauctioneers.com)

Dear Auction Bidder,

Hess Auctioneers offers an Absentee/Phone Bidding Service to bidders who are not present at our auctions. Please note the following procedures for this bidding process:

1. Bidder completes and submits the attached form and Bank Letter of Credit no later than 2 days prior to auction date.
2. Hess Auctioneers confirms bank information.
3. Hess Auctioneers will fax a completed Bidder Form to be signed by Bidder and returned prior to auction day.
4. A representative from Hess Auctioneers will call the bidder's designated phone number on auction day when the noted item(s) are being sold.
5. For each item that the bidder wins the high bid, Hess Auctioneers will charge to bidder's credit card: \$1000 or the purchase price of the item, whichever is less.
6. The bidder **MUST** wire the funds for the remaining balance **PLUS** a 2% Absentee Bidder Fee and Buyer's Premium as listed below within 1 business day of the auction.
7. Pickup times for purchased items are:
  - a. Auction Day, March 24<sup>th</sup>, until 3 pm
  - b. Thursday, March 25<sup>th</sup>, 9 am to 3 pm
  - c. Friday, March 26<sup>th</sup>, 9 am to 3 pm
  - d. Saturday, March 27<sup>th</sup>, 9 am to 12 noon.

Buyer's Premium:   5%   Buyer's Premium on purchases \$1-\$2000  
                          1%   Buyer's Premium on purchases > \$2000

Absentee Bidder Fee: 2% of purchase price

If you have any questions about this process, please contact Bill Troop, General Manager, at 1-866-511-2493. Thank you for participating in our March 24<sup>th</sup> Diamond Group Bankruptcy Auction!



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## Absentee/Phone Bidder Form

This form must be completed in its entirety and must be received by Hess Auctioneers, LLC. no later than 2 days prior to the auction. Forms may be submitted in person, or via fax or email.

Auction Date: **March 24, 2010**

Name: \_\_\_\_\_ Company Name: \_\_\_\_\_

Full Address: \_\_\_\_\_

Cell Phone No.: \_\_\_\_\_ Office Phone No.: \_\_\_\_\_

\*\*Please Circle which number to call during the auction.

Email Address (please print clearly): \_\_\_\_\_@\_\_\_\_\_.

PA Tax Exempt? Yes / No (If Yes, Please include form)

Which Item Numbers are you interested in?

Item #	Simple Description	Max Bid Amount (Optional)
_____	_____	_____
_____	_____	_____

Bank Letter of Credit Required (please submit with this form)

Bank Information (Required):

Name of Bank: \_\_\_\_\_

Account Number: \_\_\_\_\_

Contact Person at Bank: \_\_\_\_\_ Phone number: \_\_\_\_\_

Credit Card Information (Required):

Type of Credit Card: Visa / Mastercard

Card # \_\_\_\_\_ Verification Code (on back of card): \_\_\_\_\_

Name on Card: \_\_\_\_\_ Billing Zip Code: \_\_\_\_\_ Expiration: \_\_\_\_\_

I signify that all the above information is correct to the best of my knowledge. I also understand that there is a buyer's premium (\$1-\$2000 purchase: 5%, >\$2000: 1%) with each purchase and an Absentee Bidder Fee of 2% of the purchase price. I understand that if I am the higher bidder on an item, my credit card will be charged for the purchase price of the item or \$1000, whichever is less, on the day of the auction, with remaining balances and fees due within 1 business day.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_