

Overview

Thank you for choosing Liquidation.com as a venue to dispose of your surplus assets. The following shipping reference guide will provide valuable information regarding the best way to prepare your assets for sale on Liquidation.com. If you have any questions regarding this information, contact your Sales Executive at 800-310-4604 x507.

Before the Auction

- Prior to submitting your assets, prepare your shipment.
 - Verify that the assets you will be shipping out match the manifest, description, and quantity.
 - Take pictures of the pallet and/or boxes to send to your Sales Executive.
 - Measure the exact dimensions (height, width, length, and weight) of all boxes.
- To submit the auction, have the following information prepared.
 - **Weight, box count & dimensions.** Buyers rely on the accuracy of this information to determine the final cost including shipping when making bidding decisions. Once quoted, the shipping cost is permanent for the Buyer, and can affect timely collection of payment.
 - **Address of the physical location of the assets.** Once entered, this information becomes a permanent part of the auction.
- Final Step Before Auction is Live
 - An LSI Logistics Partner will confirm with the Seller the box count, pallet count, weight, and dimensions of the merchandise. It is important that the information is 100% accurate when submitting the assets; any changes in these areas once the auction is live can result in a fee.

After the Auction

- Once the auction has ended, the seller will receive an email from Liquidation.com confirming that the shipping information provided for the auction has not changed, and that the items are prepared to ship to the Buyer. Be sure to respond to the request for confirmation. Failure to respond could result in a cancelled auction.
- Once confirmed, the LSI Logistics Partner will schedule a pick up and will provide shipping Labels or a Bill of Lading for the shipment. The shipping labels will be distributed via email in Adobe PDF format. If you are not able to read Adobe PDF documents, please download this free software from Adobe at www.adobe.com. If you do not receive the shipping labels within 2 business days of the end of the auction, contact your Sales Executive immediately. Sellers must use the shipping labels or a Bill of Lading provided by the LSI Logistics Partner.
- Once a pick up date and time is scheduled, it is permanent. Unfortunately, due to operational procedures, a pick up cannot be rescheduled without incurring an additional fee.

- Shipping should occur 2 business days after an auction closes.
- 2 business days from the date the delivery was received by the buyer according to LSI's record, a check will be distributed to the Seller via USPS First Class mail once the goods have been accepted and inspected by the Buyer. The Buyer has 2 business days from the date of receipt of goods to inspect the merchandise. If the merchandise is as described and there are no disputes filed, the Seller's check will be processed the following Friday.

Tips

Use the Labels or a Bill of Lading provided by the LSI Logistics Partner.

Never send anything C.O.D. or use your own account number on the shipping label or a Bill of Lading.

(Liquidation.com needs to be able to track the merchandise.)

Scan all Small Packages. If the auction is a small package shipment, make sure the driver scans all boxes prior to leaving your facility.

Keep your Liquidation.com account manager informed. Send your account manager email updates of all developments regarding your shipment or copy your account manager on all e-mail correspondence.

Schedule of Fees

Seller Transaction	Fee
Seller Changes Address for pick up.	A \$50 fee or more is passed on to the seller.
Carrier shows up and assets aren't available at the scheduled pick up time.	A \$50 fee or more is passed on to the seller.
Shipping information changes from what was originally put in the auction.	Seller is responsible for the additional shipping charges.
Seller never responds to confirmation requests from LSI shipping partners.	Auction is cancelled and the seller incurs a cancelled auction fee equal to the commission.
Goods are not packaged or palletized properly.	Cancelled auction, seller gets assessed shipping fees and a cancelled auction fee.
Seller ships goods other than what was presented in the auction i.e. wrong pictures, wrong manifest, wrong condition code, and poor description.	Cancelled auction, seller will be assessed shipping fees and a cancelled auction fee.

Important Contact Information

LSI Sales Contact – 800-310-4604 x 507 or sales@liquidation.com

Tips for Preparing an Auction for Shipment

Liquidation.com has assembled the tips and tricks of the trade from our shipping experts. Take advantage of this guide for better packing and shipping practices and realize increased returns as Buyer satisfaction increases! Remember, perception is everything!

Benefits of Proper Packaging

1. Safer Shipment
2. Limited Liability
3. Decreased Disputes
4. Repeat Business

Shipping Classification

	No. of Boxes	Weight
Small Package	< 6	< 200 lbs.
Pallet	> 6	> 200 lbs.

Special Classifications:

1. Packages weighing more than 70 lbs require a special 'heavy-package' label.
2. Oversized packages and packages with a large size-to-weight ratio require special pricing and dimensional weight calculations.

Preparing a Small Package Shipment

Guidelines:

- Use a rigid box with flaps intact (preferably new).
- Wrap all items separately.
- Use adequate cushioning material i.e., bubble wrap, peanuts, foam etc.
- Make sure internal packing is tight and cannot move in transit.
- Use strong tape designed for shipping to secure exterior.
- Use a single address label that has clear, complete delivery information provided by our logistics company.

- Place a duplicate address label inside the package.
- Make sure the shipping company scans all packages prior to leaving your facility.

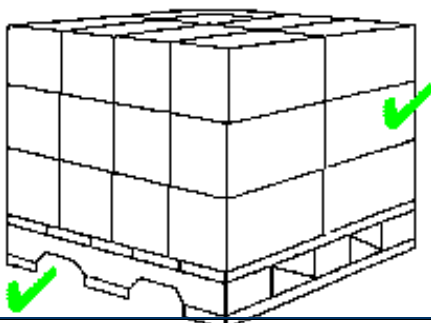
Examples:



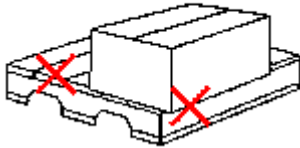
Preparing a Pallet for Shipment

- To maximize carton strength, stack the pallet vertically.
- Secure cartons to the pallet by using double or triple banding, shrink-wrap or stretch-wrap.
- Stack cartons squarely on the skid with no overhang.
- Be sure the top surface is flat.
- Place labels on the pallet stating, "Do Not Break Down".
- Attach Bill of Lading securely to the wrap.

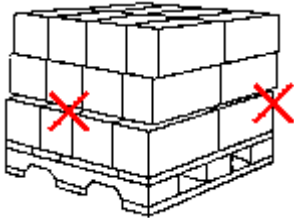
Examples:



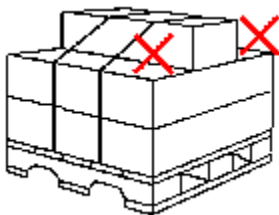
How NOT TO prepare a pallet
Examples:



No overhang



No misalignment



Always try to have a flat top



Tips

Good packing = better return. All assets should be packed properly regardless of condition code. If there is a discrepancy between the auction listing and the merchandise, a dispute may be filed.

Always provide 100% accurate information. By providing 100% accurate information, the Buyer's satisfaction increases as they will be able to accurately calculate their final purchase price including shipping expenses.

Whenever possible, use a new box for shipping products. The more times a box is used, the less likely it will stand up to the rigors of shipping. If you must reuse a box, make sure it is in excellent condition with no punctures, tears, rips, or corner damage, and that all flaps are intact. Remove any old labels and all other shipment markings from the box.