

Overview

The Liquidity Services, Inc. ("LSI") Warehouse Solution provides Seller's with a quick and easy way to sell surplus assets and free up storage space for more profitable assets. The following is a step by step guide to preparing your assets for shipment to the LSI warehouse.

Prior to the Auction

- 1) Using the "Submit Assets" form on the Liquidation.com website, the Seller will submit product information to their sales contact at LSI.
- 2) LSI's Shipping & Logistics department will verify the product information and shipping address prior to submission to an LSI Logistics Partner.
- 3) The LSI Shipping and Logistics department will obtain the 3 best shipping estimates, ensuring the best available price is chosen for the seller.
- 4) Once the shipping estimate is approved by the Seller, the LSI Logistics Partner will then schedule the pick up of merchandise within 24 business hours. The Seller will receive an email from LSI with shipping labels and/or a Bill of Lading that must be used for the pick up.
- 5) Once the product arrives at the LSI warehouse location, LSI will inspect the assets and take digital pictures of the assets to include in the auction. If necessary, LSI will prepare the assets for auction - i.e. washing, cleaning, removing labels, etc. – to ensure the highest possible return for the Seller
- 6) The product is ready to be listed on Liquidation.com.

After the Auction

1) Once LSI receives payment for the auction and the Buyer receives and approves the merchandise, the Seller will receive a check from LSI. This typically occurs the Friday after the merchandise is approved by the Buyer.

TIPS

- **Provide Accurate Shipping Information.** It is important to have the accurate weight and box size of your merchandise. The correct shipping cost directly correlates to the number of bids you receive on your auction.
- **Provide Accurate Contact Information** – Make sure that your auction lists the correct person to contact when picking up the product.

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 are not available at the scheduled pick up time.	A \$50 fee or more is passed on to the seller.

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.

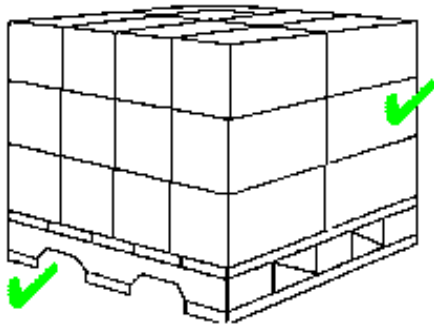
Examples:



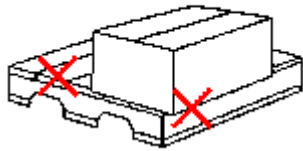
Preparing a Pallet for Shipment

- 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.

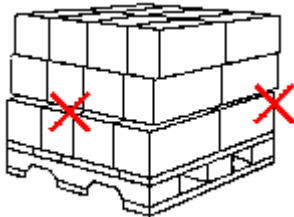
Examples:



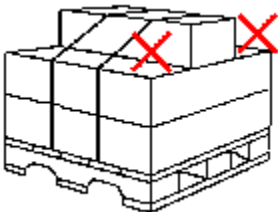
How NOT TO prepare a pallet
Examples:



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.