

1. Register

Registration only takes a few minutes, and it's free! To register, click on "Not A Member, Register Now" located at the top of the www.liquidation.com website.

2. Submit Assets

Once you complete your registration, log into your account using your username and passwords to submit assets for sale by clicking on the "Submit Assets" button located on the Sellers Page on Liquidation.com. On the Submit Assets page, you will be asked to present detailed information about the assets such as:

- Product specifications
- Quantity, weight, location and condition of goods
- Packaging And Shipping Information

The screenshot displays the 'Submit Assets' form on the Liquidation.com website. The form is divided into two main sections: 'Asset Information' and 'Shipping & Logistics'. The 'Asset Information' section includes fields for 'What is the item?', 'How many items are you selling?', 'Condition of the item', 'Where is the item located?', and 'How long has the item been in storage?'. The 'Shipping & Logistics' section includes fields for 'What are the dimensions?', 'What is the weight?', 'What is the address?', 'What is the zip code?', 'What is the phone number?', 'What is the country?', 'What is the state?', 'What is the city?', 'What is the zip code?', 'What is the shipping method?', 'What is the shipping cost?', 'What is the shipping insurance?', and 'What is the shipping carrier?'. There are also sections for 'Small Package Shipping Information' and 'Truck and Shipper Information'. The form is designed to collect detailed information about the assets being sold and the shipping requirements.

Please try to provide as much detail as possible to assist with our evaluation of the best way to market and sell your assets. As part of our re-marketing expertise, we will promote your merchandise, collect payment from the buyer and manage all shipping and logistics to help you close the deal.

3. Contact a Sales Executive

After you have submitted detailed information regarding the sale of your assets, a Sales Executive will contact you to develop an Asset Sales Plan.

Contact a Sales Executive via phone at 800-310-4604 or via email at sales@liquidation.com

4. Sign an Asset Sales Agreement

If you are a first time seller on Liquidation.com, you must complete and sign an Asset Sales Agreement (ASA). An ASA is a document outlining the responsibilities and obligations between Liquidity Services, Inc. and the seller.

Once we have received a signed ASA, you will not need to fill out another one; the only document which we will need for subsequent auctions is a Schedule 1 document which is a form describing the quantity and description of your goods.

Completed ASA's should be faxed to (253) 484-2657.

During the Auction

If you would like to monitor the status of your auctions, go to "My Account" and click on the "My Auctions" tab on the top of the navigation bar.

When a buyer submits a question about your auction, you will receive an email with the question and a link to the answer form. Your answer will be emailed to the buyer and at the same time, posted on your auction's Q&A board for other interested buyers to view. You can also answer buyer questions while you are in My Account by clicking on the "Q&A" tab at the top of the screen.

After the Auction

Once the auction has closed, the seller will prepare and ship the assets to the Buyer using our shipping and logistics service. For more information on how to prepare your items for shipment, visit our Shipping section on the Liquidation.com help page.

Fees & Payment

Sellers pay a success fee equal to a percentage of the gross transaction price for completed transactions. Liquidation.com will remit payment to you by check — less commission and fees due — *after* we have received and fully processed the buyer's payment. This process typically takes 2-10 business days after your sale has been completed. Please contact our sales team at 800-310-4604 for more information, or send an email to sales@liquidation.com.

Customized Solutions For Large Corporations, Public Sector Agencies or Financial Institutions

Do you generate more than \$1,000,000 in surplus inventory on a yearly basis? Are you a Public Sector agency, a large Corporation, or a Financial Institution? Learn more about our customized asset recovery solutions by visiting our corporate website www.liquidityservicesinc.com.