



REMOVAL PREPARATION CHECKLIST

SUPPLIES:

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| <input type="checkbox"/> Invoices—Print 2 sets, one for you and one for the buyer (<i>Pro tip: print the buyer copies on colored paper</i>) | <input type="checkbox"/> Blank tax-exempt forms |
| <input type="checkbox"/> Cash bag or box with small bills and change | <input type="checkbox"/> Your phone – to receive messages and promptly return calls |
| <input type="checkbox"/> Credit card reader – tested and charged | <input type="checkbox"/> Phone/tablet charger |
| <input type="checkbox"/> Table and chair(s) | <input type="checkbox"/> Basic tool kit, extension cord, dolly/cart |
| <input type="checkbox"/> Checkout kit: Pens, clipboards, calculator, “Paid” stamp, counterfeit bill pen, stapler, tape | <input type="checkbox"/> Survival kit: Food, water, bug spray, rain gear |
| | <input type="checkbox"/> Business cards/marketing materials for potential new sellers |

ORGANIZATION:

- ☐ Use invoices/pick sheet to group winning lots together in your staging/removal area
- ☐ Ease of access to larger items that may need a cart/dolly/forklift to move
- ☐ Access to forklift, bobcat, etc. and qualified operator(s) for moving large items
- ☐ Have title work (and Title Work Checklist if K-BID is DOR) prepared for titled assets

TRAFFIC FLOW:

- ☐ Directional signage from the nearest major road to the removal site
- ☐ Vehicle entry/parking/exit plan
- ☐ ON SITE signage for parking, checkout, item collection, etc.
- ☐ Checkout reasonably close to where items are located (convenience & security)

STAFFING:

- ☐ Dedicated checkout/money person?
- ☐ Will people collect their own lots or will you have runners/helpers?
- ☐ Extra hands for larger auctions (rule of thumb: one person for every 100 lots)
- ☐ Coverage/plan for breaks