

# --- Auction Seller Form ---

The first dollar from every sale is a donation to CAS.

- You should use your Member ID as your seller code. This is **three letters and one number**. If you are not sure of your Member ID you can contact [info@coloradoaquarium.org](mailto:info@coloradoaquarium.org) or ask one of the auction staff members. If you are not a member, you can ask for a temporary code, though it pays quickly in auction splits to become a member.
- Normal Auction Items, Minimum Bid Items, and Quick Sale Items may be listed on the same form, but please highlight your Quicksale items in blue or write 'Quicksale' on those items (Pink for Min Bid). Minimum Bid *Price* or Quick Sale *Initial Price* must be included on the Seller Form for those items.
- **You MUST NOT use the same item number twice.**

## Form Example:

CAS AUCTION SELLER FORM				SELLER CODE		
				<b>CAF4</b>		
				<small>(Member ID or Seller Code)</small>		
Name: <u>Christopher Fakeman</u>		Member: <u>Yes</u> <small>(Yes or No)</small>				
Address: <u>123 Fake St.</u> <u>Aurora</u> <u>CO</u> <u>80010</u>		Phone: <u>555-555-5555</u>				
<small>Street Address</small>		<small>City</small>		<small>State</small>		<small>Zip</small>
Item #	Description	#of Fish / Items	(Min Bid \$) (Quicksale\$)	CAS USE ONLY		
1	Algae Eating Cherry Shrimp	12				
2	Crown Tail Red & Blue Beta	1				
3	Quicksale - Used 20g Filter	1	\$5			
4	MinBid - Rare Pink Torch Coral	1	\$10			

- Item Tags / Stickers should be filled in like the following:

**NOTE: The sticker has the Member ID and the number of the item:**

Seller Code: <u>CAF4</u>	# <u>1</u>
Description: <u>Algae Eating Cherry Shrimp</u>	
_____	
_____	
# of Fish/Items: <u>12</u>	_____

- Use **BLUE** stickers for **Quicksale** items. The price of quicksale items is the **starting** price. This price will be reduced through the day. If you want to remove your quicksale items before they go to 50%, you **MUST** take them to an auction staff member to fill out a form for removing the item. **If you have Quicksale items that do not sell, you MUST be present to claim your item after the auction or it will become the property of CAS and sold as a donation or disposed of by CAS.**

QuickSale \$ <b>5</b>	Seller Code: <u>CAF4</u>	# <u>3</u>
	Description: <u>Used 20 gallon Filter</u>	
	<u>Tested and works fine</u>	
	_____	
	# of Fish/Items: <u>1</u>	_____

- Use **PINK** stickers for **Minimum Bid** items. These items will be auctioned as normal, but the starting price of the item will be your listed Minimum Bid price. **If you have a Minimum Bid and the item does not sell, you MUST be present to claim your item after the auction or it will become the property of CAS and sold as a donation or disposed of by CAS.**

Min Bid \$ <b>10</b>	Seller Code: <u>CAF4</u>	# <u>4</u>
	Description: <u>Rare Torch Coral - Pink</u>	
	<u>tentacle with green tips</u>	
	_____	
	# of Fish/Items: <u>1 Head</u>	_____

**FORMS AND ITEM TAGS / STICKERS MUST MATCH UP AND BE CLEAR AND EASY TO READ. IF WE CANNOT READ YOUR WRITING, WE MAY PULL YOUR ITEMS.**