

Bidder Viewing & Buyer Pickup Procedure
Air Ventilation System Sale
AccuSort Warehouse, Harrisburg, PA

Bidder Viewing of Equipment:

- AccuSort shall establish a timeframe for Bidders to view the equipment if they chose to do so before the sale. Viewing should be held one week before sale date and only during that week.
- AccuSort shall establish times and dates to view equipment. Times should not interfere with activity at the warehouse. No weekend viewing of the equipment – weekday viewing only, and only during business hours.
- Do not overrun the time allotted to show the equipment to each Bidder. Pace the showing of the equipment so that you use up all the time you have scheduled the Bidder. Do not show equipment to more than one Bidder at one time. Keep this in mind when making the appointments to view (15 min, ½ hr, etc.).
- All AS-701 Handbook requirements for the disposal of the equipment will be met before showing the equipment (postal indicia removed, 969s filled out, etc.) All equipment will be lotted for the sale before viewing by Bidder.
- Equipment should be staged by AccuSort so that Bidder isn't able to wander in the warehouse. Bidders are to be escorted at all times. Staging of equipment should be close to an exit door for easy access by both parties. All lots are to be shown.
- Personnel selected for escorting the Bidder will be someone who will be able to answer any questions concerning the equipment – age, is equipment working, how many selling, condition, manufacturer, etc.
- All questions pertaining to the Sale will be managed by Gary Obert from GoIndustry-DoveBid. AccuSort may give the Bidders his telephone number to call to discuss the sale.
- No side deals can be made with Bidders or Buyers for the equipment by AccuSort for the USPS.

Buyer Pickup Procedure:

- GoIndustry-DoveBid will either fax or email a paid invoice to AccuSort showing that a Buyer has paid the invoice and what lot(s) were purchased. Buyers have 72 hours to pay their invoice once the sale has ended.
- Buyers will be told by GoIndustry-DoveBid to contact Ed Atiyeh by telephone to set up an appointment to pickup their equipment. Buyers have 10 days from the date their invoice is paid to pick up their equipment.
- Buyers may pickup on Tuesday through Thursday, from 9:00AM to 12:00PM ONLY. No weekend pickups.
- AccuSort will make appointments with the Buyers to pickup. Buyers must pickup at their appointed time and will be turned away if they arrive outside of their appointment.
- AccuSort will provide an address and contact person to the Buyer so that he/she may make arrangements with a freight company for pickup.
- The Buyer or Buyer's Rep will present a paid invoice to AccuSort at the time of pickup that will match the one AccuSort received from GoIndustry-DoveBid to make sure that the equipment is paid for and delivered to the correct Buyer.
- AccuSort will deliver the purchased lots according to the paid invoice to the Buyer at the warehouse dock door. They will load the pallets onto the Buyer's truck and have the Buyer or Buyer's Rep sign for the lots. The Buyer is not allowed inside the warehouse.
- AccuSort will advise Investment Recovery when all lots have been picked up and if any lots are not picked up.

Diane C Lighthall
Investment Recovery, TL
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