

## The Great American Miniature Donkey Sale Absentee Mail-in Bidding Instruction & Payment Form

**Purpose:** This provides bidding and payment instructions to the member of the Auctioneer's team (Ring man, Cashier, Auctioneer) who will be bidding for you. This form will be in a sealed envelope with your payment choice as detailed below and given to the Auctioneer unopened.

**I. How to Do this:**

1. Fill out this form.
2. Enclose payment for all lots as you chose below.
3. Put a photocopy of your driver's license in the envelope.
4. Seal the envelope. Write the lot numbers and donkey names for all lots you are interested on the outside of the sealed envelope – no bid amounts. Also include your name and phone numbers where you can be called Sale day if needed.
5. Enclose the sealed envelope in another envelope with the filled out 'Absentee Mail-in / Phone Bid / Surrogate Bidder Authorization Form.
6. Mail to Martha Howard, 5600 Bethany Rd, Mason, OH 45040 to arrive, at the latest, the Wednesday before the sale. We suggest you use overnight mail making sure **NO** signature is required for delivery.

**II. Name:** \_\_\_\_\_

**III. My Phone Numbers Are:**

Primary Phone Number: \_\_\_\_\_ Alternate Phone Number: \_\_\_\_\_

**IV. Bidding Instructions To Auctioneer**

Lot No.	Lot Description – Donkey Name	Maximum Bid (US Dollars)	Maximum Bid +1 (Write In YES if desired)*	Special instructions to Auctioneer

\* See 'Absentee Bidding Procedures - Phone & Mailed-In Bids & Surrogate Bidding' for an explanation of the Maximum +1Bid Option.

**III. Payment Instructions – You Are paying with a Check in this Envelope**

Enclose a personal check for the maximum amount you want to bid on all lots including any 'Maximum +1 bid' amounts. If you choose yes for any lots, make out your check for your maximum bid amount plus 10% for any lots with that selected option. Any difference will be reconciled based on the 'Maximum +1 bid', assuming you win the lot, meaning if the 'Maximum +1 bid' uses less than the 10%, you will be returned the difference, if more than the 'Maximum +1 bid', you will have to remit the difference. Typically, you should receive some money back. Follow the 'How to do this' steps in Section I.

**IV. Payment Instructions – You Are paying with a Credit Card**

Fill out the form for the maximum amount you want to bid on all lots. If you choose yes for the 'Maximum +1 bid' option for any lots, authorize sufficient funds to cover all purchases plus 10% for any lots where you choose the 'Maximum +1 bid' option.

"I, \_\_\_\_\_ authorize \$\_\_\_\_\_ to be charged to my Visa or MasterCard (*circle one*)  
'Name printed on credit card'

Card Number, \_\_\_\_\_, with expiration date \_\_\_\_ / \_\_\_\_ and, security code \_\_\_\_\_

to pay for purchases on August 1, 2009 at The Great American Miniature Donkey sale in Lebanon, Ohio in the event that I am the successful bidder on one or more lots. The mailing address of the card is: \_\_\_\_\_,

'Street Address'

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
'City' 'State or Province' 'Country' Zip Code / Postal Code

Signature \_\_\_\_\_ Date \_\_\_\_\_