

ORGANIZING A SITE FOR AN ONLINE AUCTION



Rest Easy is happy to recommend a Senior Move Manager/ Professional Organizer for setup. In the event Rest Easy must organize prior to cataloging, a fee will be billed as outlined in the contract, auction schedule could change to accommodate the organization time. Your goal is to have the space setup for cataloging and photography as follows.

Personal Items
Set Aside



Recyclable Items
Removed



Donation Items
Removed



Throw Away Items
Removed



Done?

All Boxes Unpacked & Nothing Wrapped

Unless the entire box is **ONE** lot (one picture without unpacking or unwrapping shows contents i.e. a box of Tupperware, extension cords or a new in-box item).



Done?

*Tip: Holiday decorations can stay boxed - just bring them together!

Bring Similar Items Together

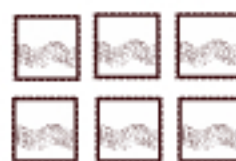
Anything that matches or goes together, for example: pair of matching lamps, sets of China.



Done?

Valuable Small Items Moved to a Central Location

Tip: Watches, jewelry, coins, stamps, etc. moved to a central, well-lit location in groups.



Done?