

# PROXY BID CHECKLIST\*\*

**In order for your Proxy Bid to be accepted, you must complete the following:**

- Pay process fee of \$75.00 + H.S.T. at [www.corpassets.com](http://www.corpassets.com)
- Complete the entire attached Proxy Bid Form
- A completed proxy bid form must be received by no later than 3 p.m. EST on the day before the auction. Forms can be sent via fax to [416.962.9601](tel:4169629601).
- Send a 25% deposit via wire transfer, of your total proxy bid amount, which must be received 1 business day prior to the commencement of the sale.\*

## **INTERNATIONAL BUYERS ONLY (Residents outside of US and Canada)**

- Send **a valid bank letter of authorization**, for the balance of the purchase price, from your bank guaranteeing irrevocable payment to Corporate Assets Inc. in the following format: “**Name of Bank hereby guarantees irrevocable payment via wire transfer payable to Corporate Assets Inc. up to Amount in Words & Currency for purchases made by our client Name of Client. This letter is valid for purchases made at the auction of Name of Auction being held in City, State/Province, Country on Date.” \***

*\*In order to meet the Terms & Conditions of Sale, please keep in mind international wire payments traditionally take between 2-4 days to be processed by your bank. For Bank Wire Transfer details, please contact our office at 416.962.9600 and request to speak with an Accounting Administrator.*

*\*\*Proxy Bids are subject to CAI's Proxy Bid Policy and standard Terms and Conditions of Sale.*

### **CORPORATE ASSETS INC.**

Tel: 416 962 9600 Fax: 416 962 9601

Email: [info@corpassets.com](mailto:info@corpassets.com) Web: [www.corpassets.com](http://www.corpassets.com)

TORONTO - MONTREAL - CHICAGO

# PROXY BID FORM\*\*

(PLEASE TYPE OR PRINT CLEARLY)

BUYER # \_\_\_\_\_  
(Office Use Only)

DATE: \_\_\_\_\_

AUCTION SALE: \_\_\_\_\_

Firm: \_\_\_\_\_

Representative: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Prov./State: \_\_\_\_\_ County: \_\_\_\_\_

Postal/Zip: \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_ Mobile: ( ) \_\_\_\_\_

Fax: ( ) \_\_\_\_\_

E-Mail: \_\_\_\_\_

LOT # DESCRIPTION \$ AMOUNT  
(Office Use Only)

LOT #	DESCRIPTION	\$ AMOUNT
SUB-TOTAL		
Buyer's Premium		
TOTAL		

REQUIRED 25% DEPOSIT (WIRE TRANSFER ONLY)\* \$ \_\_\_\_\_  
Please Identify Currency  CDN or  US

AUTHORIZED SIGNATURE: \_\_\_\_\_

The undersigned hereby appoints Corporate Assets Inc. ("CAI") to be my agent and proxy to the best of its ability with no guarantee, for the sole purpose of purchasing the above listed assets on my behalf. I acknowledge that I have read and understood the Terms and Conditions of Sale contained in the Auction Brochure, other advertisements, or notices and further acknowledge and agree that the purchase of assets will be made in accordance with those Terms and Conditions.

Please Note: Any applicable sales tax will be added to your invoice for all successful bids. Terms and Conditions may be amended verbally by auctioneer on the day of the sale.

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# PROXY BID POLICY

- 1) All Proxy Bids must be completed in writing, either typed or hand-written, indicate the name of the auction sale, and must be signed and dated. They must be faxed or mailed to our office and received by no later than 3 p.m. EST on the day before the auction.
- 2) Indicate which item(s) to bid on and how much. All bids will be entered on a first received basis. Should we receive an identical bid on an item we will attempt to obtain a revised bid from you or enter at our discretion.
- 3) **A processing fee of \$ 75.00 + H.S.T. must be received by Corporate Assets Inc. no later than 3 p.m. EST on the day before the auction in order for any Proxy Bid to be accepted.**
- 4) All Proxy Bids require a deposit equal to twenty-five percent (25%) of the total Proxy Bid and must be by bank wire transfer to Corporate Assets Inc. All deposits must be received by no later than 3 p.m. EST on the day before the auction or the Proxy Bid form will be deemed incomplete. Should you be successful, we will process your deposit and forward an invoice for the balance. Should you not be successful, we will return your deposit to you.\*
- 5) Corporate Assets Inc. reserves the right to reject any incomplete or late Proxy Bid forms.
- 6) Please be aware that all sales are final and all items are sold on an "AS IS-WHERE IS" "IN PLACE" "WITH ALL FAULTS" basis. There are NO CONDITIONS OR WARRANTIES MADE, EXPRESSED, IMPLIED, STATUTORY OR OTHERWISE, BY EITHER THE AUCTIONNEER OR OWNER THAT ANY OF THE ITEMS ARE MERCHANTABLE OR FIT FOR USE FOR ANY PARTICULAR PURPOSE. Information and descriptions contained in any advertising materials or otherwise have been prepared for guide purposes only and are, to the best of the Auctioneer's knowledge, believed to be correct. Corporate Assets Inc. assumes no liability or responsibility for any errors or omissions or to the accuracy or completeness of same. It shall be up to you, the Purchaser, to verify information and descriptions of items prior to sale.

If you are unsure of what to do, come to the auction or have a representative come to the auction on your behalf, and place bids in person. Remember that you are always welcome!

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