

Essex Warriors Bring and Buy Booking-In Instructions

Thank you for submitting your goods for sale on Essex Warriors Open Day Bring and Buy Stall. In order to facilitate booking in and cashing up, please follow these instructions:

1. Complete a booking-in form.
 - Please leave the first column, headed 'Ticket', blank for B&B staff use
 - Please list each sale item and its requested price on a separate line.
 - If a number of items are being sold as a group, please also list the number of items in the group (e.g. for an army, list the number of stands).
 2. Hand your goods together with your booking-in form to a member of B&B staff for checking in.
 3. The B&B staff member will hand you a cloakroom ticket for each item to be sold and will write the ticket number against the relevant item on the form. One half of the ticket is to be attached to the goods and the other half is to be retained by you as proof of ownership. Please do not leave the booking-in table until check in is complete and remember to pick up your tickets.
 4. When an item is sold, the B&B staff will remove the ticket from the item and mark it off on your form.
 5. When you wish to cash up and/or withdraw unsold items from the sale, please present your tickets at the B&B stall. A member of the B&B staff will identify what has been sold and calculate what is owed to you after deduction of our 10% commission.
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