



## REMOVAL PREPARATION CHECKLIST

### SUPPLIES:

- Invoices—Print 2 sets, one for you and one for the buyer (*Pro tip: print the buyer copies on colored paper*)
- Cash bag or box with small bills and change
- Credit card reader – tested and charged
- Table and chair(s)
- Checkout kit: Pens, clipboards, calculator, “Paid” stamp, counterfeit bill pen, stapler, tape
- Blank tax-exempt forms
- Your phone – to receive messages and promptly return calls
- Phone/tablet charger
- Basic tool kit, extension cord, dolly/cart
- Survival kit: Food, water, bug spray, rain gear
- Business cards/marketing materials for potential new sellers

### ORGANIZATION:

- Use invoices/pick sheet to group winning lots together in your staging/removal area
- Ease of access to larger items that may need a cart/dolly/forklift to move
- Access to forklift, bobcat, etc. and qualified operator(s) for moving large items
- Have title work (and Title Work Checklist if K-BID is DOR) prepared for titled assets

### TRAFFIC FLOW:

- Directional signage from the nearest major road to the removal site
- Vehicle entry/parking/exit plan
- ON SITE signage for parking, checkout, item collection, etc.
- Checkout reasonably close to where items are located (convenience & security)

### STAFFING:

- Dedicated checkout/money person?
- Will people collect their own lots or will you have runners/helpers?
- Extra hands for larger auctions (rule of thumb: one person for every 100 lots)
- Coverage/plan for breaks