

Check-In Card Form Instructions

All items brought to the sale that are to be sold on an auction need a **“Check-In Card”** attached to them when they arrive at the sale. This card is important in assisting those checking in the item so that they get the correct information and all items get checked in so they can be sold.

You may complete the form in one of two ways:

1. Enter your information directly into the card in Adobe Acrobat on the screen and then print.
2. Print out the form and complete by hand.

Once the form has been printed, cut the individual cards apart and attach them to the item.