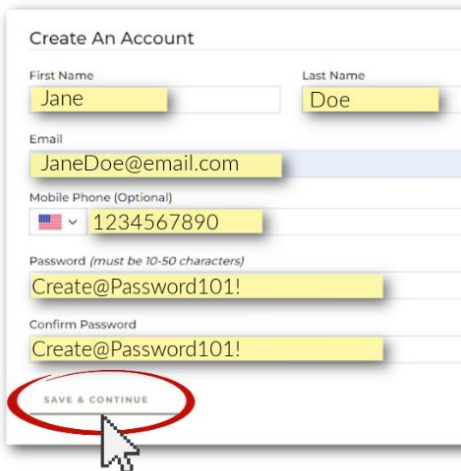

HOW TO BID WITH WESCHLER'S

This guide is regarding Weschler's Metro Online auctions; please see the "How to bid with Weschler's" Capital Collections instructions for more information regarding the quarterly sales.

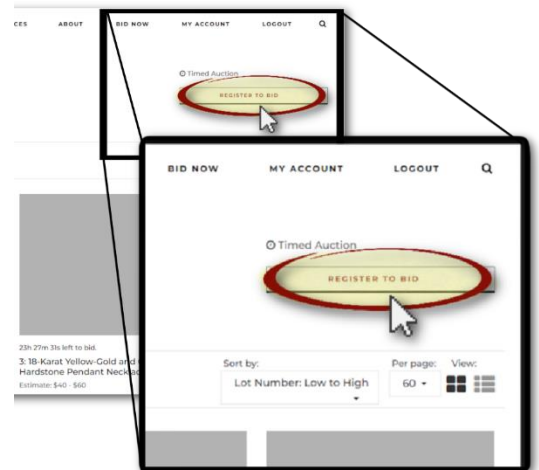
Step One: Create an Account or Login to an Existing Account

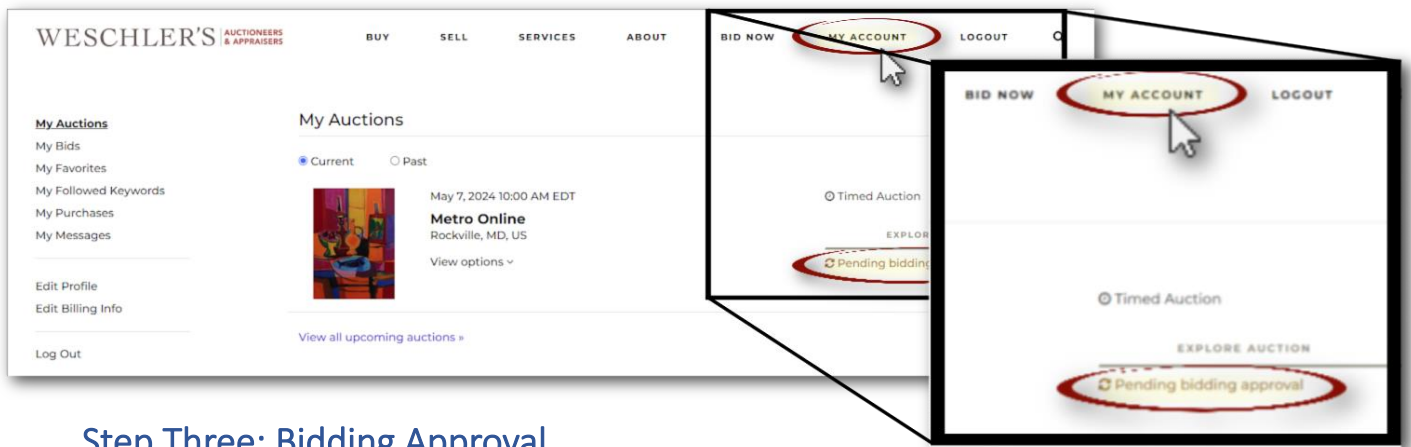


- In the top right corner of Weschlers.com, click the "LOGIN" button
 - o If you have an existing account: you will enter your email address & password
 - please contact us for a password reset email if needed: (202)628.1281 or christine@weschlers.com
 - o If you do **NOT** have an existing account, you will choose "create an account" and follow the prompts, filling in all information requested
 - *Weschler's does NOT have access to the credit card provided during registration, and invoices are NOT automatically charged for winning bids*

Step Two: Register for a Sale

- Once logged in, navigate to the sale you're interested in. This can be done two ways:
 - o From the Home Page: scroll down to "Upcoming & Past Metro Online Auctions"
 - o From ANY page: select "Buy" at the top of the page, and select "Upcoming Auctions"
 - o These both will bring you to the preview page for that sale, detailing the type of sale, preview times, and the date of the sale
 - Select "Browse Auction" to see the full catalogue for that specific sale
 - In the top right corner of the catalogue is the "Register to Bid" button
- Our terms and conditions will appear on the secondary screen, which detail our approval process, international requirements, and important payment and deadline information
 - o Registration cannot be submitted without agreeing to these terms/conditions
- *Bidders who are automatically approved will not be required to go through the registration process, but will still be held to the terms and conditions of each sale*



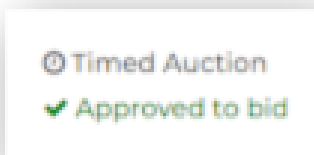


Step Three: Bidding Approval

- Bidding Approval requests are submitted automatically when you finish registering for a sale. You are able to place bids while approval is pending, but **those bids will also be pending**.
- Weschler's does bidding approvals manually PER SALE during regular business hours. This means:
 - o You will not see your status change over the weekend
 - o If you are an international bidder and are not approved, please check that you've sent us the requested and required information
 - Weschler's emails are sometimes redirected to SPAM folders – please double check for them before contacting us – thank you!
 - o If you are a Weschler's client in good standing and are still pending, please call or email us
- For approval to bid on Weschlers.com, the account must be entirely filled out, with no missing/incomplete contact information, and if you also have an account elsewhere:
- On Invaluable.com/AuctionZip.com, the account must be in good standing, ie: no egregious bidding history such as unpaid invoices, negative feedback, or issues with shipping deadlines
 - o For any concerns we raise regarding your Invaluable/AuctionZip account, please contact Invaluable at (617)746-9800 or customercare@invaluable.com

Step Four: Placing and Confirming Bids

- After you have logged in, registered for a sale, and have been approved, you're able to place your bids:
 - o There are two types of bids available on our Metro Online sales:
 - "Max Bid" – this is the highest amount you'd bid on a given lot
 - The system will bid on your behalf up to this amount, and no further, unless you manually raise the bid or:
 - "Incremental Bid" – placing a bid directly against the current bid
 - You will need to manually raise your bid each time someone outbids you, until you're no longer interested or are the winning bidder
 - o If you place a max bid and the current bid amount jumps more than one increment that is because someone has placed a Max Bid before you
- After choosing an increment/max bid, select "Leave Bid." To confirm your decision:
 - o A secondary screen will appear that reiterates the estimate of the lot, the current bid, your bid, the buyer's premium, and the final total
 - On this screen, you have the option to sign up for text alerts if you're outbid
 - You must click "Place Bid" for your bid to be registered by the system



Step Five: Payment and Pickup/Shipping

- Invoices are sent out after the closing of the final lot in the sale. Each email, sent directly from Weschler's, includes a PDF attachment of your invoice, detailed information regarding payment options and pickup deadlines, and our recommended shippers/movers.
 - o **WE DO NOT INVOICE THROUGH INVALUABLE OR AUCTIONZIP:** you will receive an email directly from christine@weschlers.com detailing your invoice information
- The payment and pickup deadline for the Metro Online sales is always the Monday following the sale (6 days after the Tuesday sale)
 - o International buyers and totals over \$20k are required to pay via wire/bank transfer
 - o Payments can be accepted in-person (cash, check, credit/debit card) or via PayPal
- **Weschler's does not provide shipping on** invoices, with the exception of fine jewelry and some coins, depending on weight. Otherwise, you're welcome to use someone on our recommended shippers list, or a 3rd party of your own choosing.
 - o Shippers/Movers are expected to be prompt, but are not always held to the Monday deadline— please provide us their information so we can schedule with them
 - o Weschler's will NOT release property until invoices are paid in full, and a buyer's approval for a specific company has been communicated with Weschler's

Should you have further questions that are unanswered by the steps above or the additional information below, please contact our offices: (202)628.1281 or christine@weschlers.com.

FAQ'S:

What is a timed auction?

Timed auctions (Metro Online sales) are auctions that, once posted, are available to participate in until the closing of each lot. A timer is provided under/next to each lot to display how much time is remaining for that item

The 10am "start" time posted on Weschler's Metro Online sales is when the **first lot in the sale is scheduled to close**, ie: the sale "starts" closing. Items will then begin closing every 30 seconds after that, sequentially, unless extensions occur. With extensions, multiple items **can** close at the same time.

Why does my page say "pending approval"?

Many accounts require manually approval by Weschler's, unless already placed on our "White List" for clients in good standing. We do not approve accounts over the weekend or before/after our regular business hours: 9am – 4pm.

Please see [Step Three](#) for specific examples of why your account may not yet be approved, and double-check your information is fully completed on your online account. If you have additional questions regarding account status, please contact our offices:
(202)628.1281 or christine@weschlers.com

Why is the countdown for a lot in red?

When there is 5 minutes remaining on a lot, the timer will change to red to indicate that item is almost closed. Bids placed within the last 5 minutes of a lot (during this red timer) will cause a time extension, which allows for additional bidding.

This time will continue to show in red to indicate an extension has been triggered. This extension avoids a common concern, “sniping,” which is can be seen on other sites like eBay. Sniping is when someone tries to bid in the last seconds before a lot can close.

This 5 minute extension can be further compounded upon if additional bids are placed within that red countdown time. This can occur multiple times, and will continue until there are no competing bids.

Will my card be charged automatically for my purchase?

Weschler’s does NOT have access to the credit cards you register with, and therefore we will not automatically charge your card after lots are successfully won.

When will I receive my Metro Online invoice?

Invoices for Metro Online sales are not generated until the END of the sale (the close of the final lot). Christine sends out invoice emails by 5pm EST the day of the sale, so:

- Check your SPAM/TRASH folders for an email from “christine@weschlers.com” if you have not received your invoice by the following morning; please contact us if you cannot find it after checking: (202)628.1281 or christine@weschlers.com

How do I pay my invoice?

Invoices can be paid in-person or online; cash, check, and credit/debit cards are accepting for in-person payments at our front desk. PayPal is our only online payment option at this time. If you’re a previous client with Weschler’s, you’re welcome to call our office and pay with a credit/debit card over the phone.

Do you offer in-house shipping for these items? Do I pay that separately?

Weschler’s is unable to offer in-house shipping, with the exception of fine jewelry and some coins, depending on weight. Each invoice email includes a link to our list of recommended shippers. All shipping information and payment would be between the buyer and 3rd party shipper.

If you’re interested in Weschler’s shipping your item, please be aware of the following:

- Shipping cost starts at \$45 and is through a FedEx Brinks account
- Signature is **required** at delivery, and we **cannot** ship to a PO Box
- Items are automatically insured for their grand total, before the shipping cost
- Shipping can be paid for via PayPal, or over the phone for previous clients

When can I pickup/get my items?

Pickup hours are available the Wednesday following the sale through that Friday, and the following Monday, all 9am – 4pm. Previews are Friday from 11am – 2pm, and Monday from 9am – 4pm, so we *encourage you to overlap pickup and preview when your schedule allows.*

For clients using a 3rd party to retrieve their items: please provide us the contact information of the shipper/mover you've chosen, if not already on our recommended list. Shippers are required to pick-up in a timely fashion, but will not always be held to the Monday deadline. **Weschler's will not release invoices to 3rd party shippers without buyer approval and without the invoice being paid in full**, so please contact us (phone/email) ASAP for payment and once you've chosen a shipper/mover.

Where can I see/cancel the bids I've placed?

When logged in, you can go to the "My Account" option in the top right of Weschlers.com, and there will be a menu on the left-hand side of your screen. On that menu, select the "My Bids" option, which will then display your current and past bids you've placed.

- In this section, you're also able to cancel your bids. Only 3 cancelations can be made **per sale**, unless you contact Invaluable directly: (617)746-9800 or customercare@invaluable.com
- To place a bid at a lower amount than your current bid, you will need to cancel the bid and re-place a bid on that lot for the lower amount as a new bid. Increasing a bid can be done at any time, without needing to cancel first.