



WATERLOO COIN SOCIETY

Auction Consignment Submission Form

CONSIGNOR INFORMATION

Full Name: _____ Email: _____

Phone Number: _____ Preferred: ☐ Email ☐ Phone

ITEM DETAILS - Please use as much detail as possible

Description <i>Include year, condition, variety, etc.</i>	Reserve Price	Estimated Value	Sold Price & Date WCS USE ONLY!

SUBMIT TWO SIGNED COPIES! IF ADDITIONAL ROWS ARE REQUIRED, USE AN ADDITIONAL FORM.

BY SIGNING THIS FORM, THE CONSIGNOR AFFIRMS THAT ALL DETAILS LISTED ABOVE ARE ACCURATE, THAT THEY ARE A MEMBER IN GOOD STANDING AND AGREE TO ABIDE BY THE WATERLOO COIN SOCIETY MONTHLY AUCTION GUIDELINES - SEE REVERSE.

Consignor Signature: _____ Date: _____

BY SIGNING THIS FORM, THE AUCTION COORDINATOR CONFIRMS RECEIPT OF ITEMS AS DESCRIBED ABOVE.

Auction Coordinator Signature: _____ Date: _____

P.O. Box 40044, RPO Waterloo Square, Waterloo, Ontario, Canada N2J 4V1

www.waterloocoinsociety.com www.facebook.com/waterloocoins



WATERLOO COIN SOCIETY

Monthly Auction Guidelines

1. Only W.C.S. members in good standing are permitted to consign or bid on auction items. Consignors whose membership has lapsed at the time their items are sold will have their outstanding membership dues automatically deducted from the proceeds of the sold items.
2. Prepare items ensuring they are in clean and undamaged holders. Original Mint packaging and attractive presentation may add value and visual appeal.
3. Avoid consigning low-priced fillers and submit only numismatic items that your fellow collectors would be interested in purchasing. The auction is not a clearing house for "junk silver" or miscellaneous bulk items. Our goal is to maintain a reputable auction that offers quality items of interest and value to numismatists.
4. Research your consignments beforehand and set appropriate reserve prices and estimated values. The Auction Coordinator reserves the right to modify estimated values based on available resource material. If the Auction Coordinator believes the reserve prices to be unreasonable or if they have any other concerns regarding the consignment, you will be contacted to discuss the matter. If left blank, the Auction Coordinator will set a reserve price at approximately 50-60% of the estimated value.
5. Rolls of coins in original mint packaging will be accepted as R.C.M. material. All others will be priced accordingly.
6. The Auction Coordinator reserves the right to group or combine together multiple items from a single consignor to be sold as a single lot, particularly in the case of similar or low-value items.
7. When submitting auction consignments, complete and submit TWO copies of the form. You will keep one copy and the Auction Coordinator keeps the other.
8. Consignment forms must contain current and accurate contact information. If your contact information changes, notify the Auction Coordinator immediately.
9. **The Auction Coordinator may decline any consigned item for any reason.**
10. The Auction Coordinator strives to include a broad mix of material from as many consignors as possible in each monthly auction. For example, if you consign 20 lots, it will usually take three to five months for all your items to be auctioned. Items are scheduled at the discretion of the Auction Coordinator.
11. The Auction Coordinator will notify each consignor by email of their lots to be auctioned prior to each month's meeting.
12. Auction lots are available for viewing prior to the start of meetings and during the intermission.
13. All lots will be sold to the highest bidder as determined by the Auctioneer. In the event of a dispute, the bidding may be reopened at the discretion of the Auctioneer.
14. Commission fees are paid by the consignor and are deducted from the sale price. Fees are set by the W.C.S. Executive Committee and are currently 10% of the sale price per lot, with the total fee per seller per auction rounded up to the nearest 25¢.
15. Any unsold lots will be returned to the consignor and are not subject to a commission fee. The consignor may include these items in a future consignment.
16. Market and precious metal values may fluctuate from the time the auction listing is published and the date the material is physically auctioned off. Accordingly, the W.C.S. and Auction Coordinator will not be responsible for the final results.
17. Bidders may only use cash to pay for purchased lots. Consignors are strongly encouraged to sign up for any of several convenient electronic payment options as outlined in the Member Payments Policy available from the Treasurer. Cheques are subject to a \$2 administrative fee.
18. Consignors may request that the Auction Coordinator withdraw and return any of their items, so long as the request is made at least 48 hours before the item is scheduled to be auctioned. After this time, items may not be withdrawn.
19. Consignors are forbidden from bidding on their own items, or directing others to do so on their behalf. This is considered "shill bidding". On the first occurrence, bidders will receive a warning. Subsequent occurrences may result in further consequences including but not limited to being no longer permitted to consign items for auction.
20. If you have any questions, concerns or suggestions for further improvements or anything pertaining to the W.C.S. auction, please contact the Auction Coordinator, or any member of W.C.S. Executive Committee.

REVISED OCTOBER 2025