

# MOORE ALLEN & INNOCENT

Moore Allen & Innocent, The Cirencester Salerooms, Norcote, Cirencester, GL7 5RH

Telephone: 01285 646050 Email: [fineart@mooreallen.co.uk](mailto:fineart@mooreallen.co.uk)

## Post & Packaging Form

In order for us to post items to you, we need you to fully complete, sign and return this form to us by either email or post with scanned signature.

**Please note: We allocate two packing days per month (dates to be advised on a sale by sale basis, but usually approx 10 working days after the live auction)**

If you would like your items to be sent, please ensure your invoice has been paid in full & this form fully completed & returned to us prior to be the packing days. Should you miss that months allocated packing days we regret we will be unable to post the item/s until after the next month's auction.

**PLEASE NOTE: THERE IS A MINIMUM HANDLING CHARGE OF £30 plus VAT (possibly more for larger consignments), PLUS POSTAGE AND MATERIALS FOR EACH CONSIGNMENT.**

We are unable to post items which are going outside of the UK or which have an individual value of over £500 & there may also be some items which we feel unable to pack due to weight / dimensions, etc.

On these occasions we will happily provide contact details for professional packers.

Kind Regards.

Moore Allen & Innocent

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Postage Request for lot number/s: \_\_\_\_\_

Sale date: \_\_\_\_\_

Name & postal address items to be sent to: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Contact number: Land line: \_\_\_\_\_ Mobile: \_\_\_\_\_

Insurance: YES / NO If yes - level of compensation: £\_\_\_\_\_  
(Please check the Royal Mail web site to ensure your item/s complies with their terms & conditions of postage, as often they do not offer insurance on various fragile and antique items)

Postal service required: SPECIAL DELIVERY or OTHER

I understand that a minimum handling fee of £30 plus VAT per consignment plus postage and packing materials will be charged to the card details I have given below. I also understand that Moore Allen & Innocent will pack the item/s to the best of their ability, but are not professional packers and are not insured for this service. I agree to accept liability for any loss or damage caused to the item(s) in transit:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Debit / credit card number: \_\_\_\_\_

Expiry date of card: \_\_\_\_\_ Three-digit security code: \_\_\_\_\_

Is card registered to postal address: Yes / NO: if No please complete card address: \_\_\_\_\_

\_\_\_\_\_

Post code: \_\_\_\_\_ Name on Card: \_\_\_\_\_