

Employee Estate Sale Guidelines

Many of you have not worked with estate sales in the past and may have questions regarding purchasing and/or bringing in items to sell at an estate sale. The purpose of this document is to clarify answers to those questions and make sure everyone is on the same page regarding specific topics.

I. Employee Sale Purchases

1. Before Sale – All items must be priced before you can bring them up for purchase. The employee does not set the sale price for the item they want to purchase. Any price dispute with Jennifer or disputes with any items already priced by other Moves and More employees will come through Susan for final decision. Purchase with Susan or Jennifer and take out of home the day of the purchase. Do not leave in the home! Coordinate with Susan so as to not have those items in marketing pictures.
2. During Sale – Pull item aside that you would like to purchase. Your amount will be the tag amount minus any discount for that day. At the end of that day, have Jennifer ring your item(s) up and take item home.
 - After the sale has closed for the day, customers have gone and employee wants items, they may get the next day percentage as long as it is still on the floor at closing time of 2pm and had not been set aside during the day. Items must be purchased the same day and taken out of home.
3. After Sale - After sale has ended and all customers have gone, employee can pick items for 85% off. This excluded items set aside while sale is in progress. Items must be purchased same day and taken out of home. There will be exceptions on items, i.e., large dollar items, such as vehicles, etc.
4. We will work off the honor policy when it comes to when you pulled your items either during the sale day or after the sale closes for the day in regard to discounts. We are relying on your honesty with Jennifer when ringing up your items.

II. Employee Personal Items Sold at Sale

1. Employees may bring a total of 5 personal items to sell at an estate sale. You may use the Moves and More sale tags. Items must be in good, sellable condition free of stains, chips, rips, wear. Personal sale items should be priced and displayed by you and off of company time.
2. Employees will keep 100% of the actual item sold price.
3. Employee personal sale items will be subject to same discounts as everything else on each sale day. If you don't want your item discounted then it is your responsibility to pull it off the floor.
3. Any personal sale items not sold at the close of the last day are your responsibility to pack up and remove out of the sale location no later than the week after the sale ends and off the clock.

III. Pre-shopping –friends and family

1. Do not bring friends and family in to shop while sale set up is going on as it is disruptive to the set up organization unless an appointment has been set with Susan.
2. If you decide not to pre-purchase before the sale begins and you have made a pile, you are responsible for putting items back into original location and in the condition you found it in, i.e, clothes back on hangers and back in display area, retag if price tag was removed, keeping areas neat.

IV. MISC

1. All items sold first day have no discount. They are sold at 100%. This includes items from past sales. Items sold 2nd day are 30% off. Items sold 3rd day are 50% off.