

## Terms

### Fulfilling and Shipping

Bossen Implement, Inc. (BI) sellers ship items directly to their buyers. When a purchase is made, BI processes payment from the buyer and deposits it in the seller's account. Sellers must ship within two business days of the purchase.

We know that on occasion you may sell an item directly. We ask that you notify us immediately so that the item can be removed so that neither you nor our customers are inconvenienced. If your failure to do this becomes a problem Bossen Implement has the right to remove the balance of your product listed.

### Shipping

Shipping is the responsibility of the seller and the cost of shipping needs to be considered in the pricing of toys being sold. No additional shipping charges will be collected from the buyer due to the variances in costs based on the location of the sellers and the costs when buying multiple consignment items from various sellers. We suggest that when shipping, you follow the guidelines of \$5 for 1/64 scale and \$10 for 1/16 scale. All sellers are required to offer standard shipping; sellers may also elect to include expedited shipping. If a customer desires expedited shipping they will contact Bossen Implement for pricing and we will contact you to determine the additional fees you require for covering this service. If you do not have a daytime contact for us to discuss this with you, you should not offer expedited shipping.

You must e-mail BI to confirm that you have shipped the product for your account to be credited for the sale. This must be done within 24 hours of shipping the product. If this is not done and it becomes a problem, BI reserves the right to remove your product. Note: shipping delays can result in buyers leaving a negative rating on your account, and even the termination of your account.

Sellers can get purchases to buyers even faster (and without paying for priority mail) by simply using the nine-digit ZIP Code associated with the buyer's shipping address. You can find the extra four digits for any U.S. shipping address at <http://www.usps.gov>. Your buyers will certainly appreciate you taking the extra minute to look up the code.

### Resources

There are many online resources that can help sellers determine rates and that will make shipping easier. Here are a few links sellers have found useful:

#### Domestic Rate Calculators

Secure the best rate.

- USPS: <http://postcalc.usps.gov/>
- UPS: <http://www.ups.com/using/services/rave/rate.html>

## Drop-Off Locations

Find out where to ship or how to arrange for pickup.

- USPS: <http://www.usps.com/ncsc/locators/find-po.html>
- UPS: <http://www.ups.com/using/services/locate/locate.html>
- DHL: <http://www.dhl-usa.com/maps/>

All international shipments will be sent to BI at the sellers expense and then handled by BI. We will charge the buyer an additional fee for the international shipment and take care of all export documentation and additional work. This means that it is now even easier for you to sell items internationally and our service makes even more buyers available to you than many other sales services.

## Fees

Our fee structure is simple compared to many of the auctions sites. We charge \$.99 per item to list it on our website initially. All listings are treated equally with our own products. We offer discounted fees for listings of over 50 items at one time. Twenty five percent is deducted from the selling price and the balance is credited to your account.

## Frequent Seller Plan

Anyone who is a frequent seller at Bossen Implement, Inc. has much to gain with the Frequent Seller Plan. The Frequent Seller Plan helps you list more items easily and at less expense. Frequent Sellers will have an unlimited number of items that they are allowed to list each month. This plan will give you discounts, 5 free appraisals monthly, and access to reports and information from Bossen Implement, Inc.'s staff.

Interested? [Review the terms and subscribe](#)

## Frequently Asked Questions About the Frequent Seller Plan

- [What does my Frequent Seller Plan include?](#)
- [How do I know how many listings I have left each month?](#)
- [How will I be billed?](#)
- [How do I cancel my Frequent Seller Plan?](#)

## What does my Frequent Seller Plan include?

1. **Discounted selling.** The \$0.99 per item listing fee is waived on every Bossen Implement, Inc. listing you create after you become a Frequent Seller Member. You pay a simple \$19.99 fee each month regardless of how many toys you have listed. You still pay only 25% in commission fees for each sale. Toys will remain on as long as your membership is

maintained.

2. **Unlimited Commission selling.** You're welcome to maintain an unlimited number of items in the Bossen Implement, Inc. web stores. Your items will also be available to our direct mail and phone customers and included in our printed price listings.
3. **Free Appraisals.** Each Frequent Seller will get 5 free appraisals each month. Call for more information or see our policy on Appraisals.

### **How do I know how many listings I have left each month?**

You may list an unlimited number of Bossen Implement, Inc. items.

### **How will I be billed?**

Your Frequent Seller Plan fee of \$19.99 is assessed once every month, your first month will be prorated based on the date that the application is processed and your items are listed. Each following month will be billed on the 5<sup>th</sup> of the month and allow you until the 4<sup>th</sup> to cancel without billing. On the 5<sup>th</sup> of each month, the amount will be charged to your credit card. If you would like to alter or update the credit card used to pay the subscription fees, you may do so at any time by contacting BOSSEN IMPLEMENT, INC. directly. If your credit card is declined for any reason, you will be notified via email and you will have ten days to submit alternative payment.

### **How do I cancel my Frequent Seller Plan?**

You're welcome to cancel your subscription at any time. By canceling, you're ensuring that you will not be charged for the upcoming month. To cancel your subscription, call BOSSEN IMPLEMENT, INC. or send an email to [consign@bossenimp.com](mailto:consign@bossenimp.com). At this time you will be able to choose to have your items removed immediately or at the end of the month. If you choose to leave the items, you will be expected to continue to follow the policies of BOSSEN IMPLEMENT, INC.

### **How do I sign up for the Frequent Seller Plan?**

Signing up is easy. All you need to do is click on the [Sell Your Toys Here](#) button to sign up. You will enter your basic contact information. You will also need to submit a credit card to keep on file to charge your monthly frequent seller plan fee.

### **Listing your toys and collectibles**

At the [Sell Your Toys Here](#) button you'll find the necessary selling tools. These include a Microsoft Excel spreadsheet for your registration and a spreadsheet for listing your toys. If you do not have access to Microsoft Excel or a similar program, you will find a listing of the information that is needed for each toy and the format that it needs to be typed in to allow us to list your products in our system. Listing with BOSSEN IMPLEMENT, INC. does require that you have an

email account so that we can contact you to fulfill your sales in a timely fashion, which we expect from all of our sellers. See shipping above for details on expectations and options.

If you do not have access to this type of program, go to the attached blank form and print it. Upon completing the form fax or mail it to us. [Product sheet](#)

### **Building Your Spreadsheet**

Sellers can set up their inventory file, using any variety of database or spreadsheet programs like Microsoft Excel.

Commission sellers must include at least **eleven** column headers in their file, but only **eight** fields require information. Click here for a copy of the [Commission Listing Form](#)

### **Required Column Headers**

**Stock #:** The first part of this code is the manufacturers code to identify the maker of the toy you are selling. See the Manufacturers Listing tab on the header above for a complete list of manufacturers and codes.

The second part of the code is the manufacturers part number and is found on the original package. You can also use the part number found on the BOSSEN IMPLEMENT, INC. website if the same toy is already available on line. If you do not know this number leave it blank after the manufacturers code. The last part of the code is "C" and your assigned four-digit seller's number to identify it as a commissioned sales item and to allow customers to choose between various consignment options. Example is ERT15071C0035. The code cannot be more than 19 characters long. Your consignor number will be assigned upon approval of your registration.

**Description:** Again this is a multiple information field that needs to be filled out correctly for the customers to find your product when they are looking for a specific item.

**Tractors:** The first item is the scale and it is filled out as part of a fraction including 16, 32, 50, 64 representing 1/16, 1/32 etc. Handle other scales similarly. The next item is the Original Equipment Manufacturer (OEM) like John Deere or Case IH followed by the model number of the equipment such as 4020 or Super M. The next section is a description of the model including key features like front end type (WF, NF), cab, ROPS, tracks or front wheel assist. If you know the age grade include it here. Finally, you should include the dimensions of the toy to the nearest 1/2 inch, Height X Length and the primary material it is composed of. Example: 16 Oliver 1655 Hiniker Cab, under mount Wide Front Axle 3+, 7X9, Diecast.

**Construction and Implements:** The first item is the scale and it is filled out as part of a fraction including 16, 32, 50, 64 representing 1/16, 1/32 etc. Handle other scales similarly. The next item is the Original Equipment Manufacturer (OEM) like John Deere or Case IH. Following this is the

type of equipment such as skid steer, baler, plow etc. The model number is next (MX7, 567, 690). The next section is a description of the model including key features like working features or accessories included like forks or bales. If you know the age grade include it here. Finally, you should include the dimensions of the toy to the nearest ½ inch, Height X Length and the primary material it is composed of. Example: 25 Gehl DL-6L Dynalift Truck with bucket and forks, 8+, 5X11, Diecast.

**Miscellaneous Collectibles and Books:** The first item should be the Original Equipment Manufacturer (OEM) like John Deere or Case IH if it is appropriate. The next item will be the type of item, (book, watch, knife) followed by the items details including features and unique attributes. Example: John Deere, Book, John Deere Toys for Collectors.

**Classification Code:** This field should always be filled out with a CGN. This code is already in the spreadsheet for listing your products.

**Weight:** This field should always be .001 so that additional shipping charges are not charged to the buyer. This number is already in the spreadsheet for listing your products.

**Condition:** A coded entry that indicates the condition of the item. Review the Guidelines for Condition Grading to grade your collectible. If in doubt it may be better to grade it low so that a seller will not be disappointed, causing a situation that might require a return and refund as well as a disappointed customer.

Grading toys is a necessary and beneficial project to both the seller and the buyer. As the seller, it gives you the advantage of rating your toy accurately so that you can get the best price for the toy. An accurate representation of the toy should mean that the buyer should be a satisfied customer and therefore willing to deal with you in the future. Grading, though not automatic, can be done accurately given the right information. Use the scale below as a guide for rating your toys or to see how others have rated their toys. Please note that the original packaging may or may not be present and should be indicated in the notes, along with its condition. No description assumes that there is no package available.

- **NIB: New In Box,** Just like it sounds. A brand-new, unused, unopened product in its original packaging and with all original packaging materials included. There can be no paint chips or broken parts and the toy cannot have been be played with or taken apart. The original packaging condition should be indicated in the notes.
- **RP: Restored Professionally,** A toy that has been professionally restored to original condition and good working order. Typically, this means the product has been inspected, parts replaced as needed, cleaned, and repainted to original color specifications by a professional with new decals applied.

- **RH: Restored by Hobbyist**, A toy that has been restored to original condition and good working order. Typically, this means the product has been inspected, parts replaced as needed, cleaned, and repainted to original colors by a collector or hobbyist with new decals applied.
- **CR: Custom Restoration**, A toy that has been restored to a non-original condition and good working order. Typically, this means the product has been inspected, parts replaced or customized as needed, cleaned, and repainted to original, real equipment colors, which may not be original for the toy, by a collector or hobbyist with original or custom decals replaced.
- **CM: Custom Modified**, A toy that has been customized with optional parts and accessories like duals, decals or paint schemes. Typically, this means the product has been inspected, parts replaced or customized as needed, cleaned, and repainted to original, real equipment colors, which may not be original for the toy, by a collector or hobbyist. Examples of custom parts include 3 point hitches and lights. Thus the description must be detailed for the customer to appreciate the value and details of the toy.
- **CT: Custom Model**, This toy was made from scratch by a builder and may have a few parts from a production toy, but the subject matter is unique to this toy. Condition and features need to be noted in the Long description section of the product information.
- **95%**: An apparently un-played with toy, in near perfect condition. The toy should have minor or no wear. The toy should appear new until close inspection reveals minor flaws or blemishes that may be original from the factory. 95-99% of the paint must remain on the toy.
- **90%**: A well-cared-for toy that has seen limited use but remains in great condition. The toy is in good condition but has seen more wear and has slightly more flaws or blemishes than 95% toys. It must be complete and function like new. 90-94% of the paint must remain on the toy.
- **80%**: The product shows wear from consistent use, and may have small scratches, rub marks and some parts wear but remains in good condition. The item may be marked or have identifying information on it, but must have all original parts and still have full function. 80-89% of the paint must remain on the toy.
- **SB: Sandbox**, Products that do not work perfectly and show considerable wear on both paint and parts. Minor parts may be missing and the body may have minor damage as well. 50-79% of the paint must remain on the toy and some might consider this toy as a restoration candidate. Body damage and missing parts should be noted in the comments so that the buyer will know what work is required.
- **RB: Rebuilders**, This toy should be considered only as a restoration project due to the condition of the toy. This toy will have major paint damage and wear, loose or missing parts and possible body damage. Less than 50% of the paint remains. Body damage and missing parts should be noted in the comments so that the buyer will know what work is required.

**Quantity:** The number of units that you have to sell.

**Price:** A price (per item), in U.S. dollars. This is the selling price the buyer must pay and needs to include the commission and fees that you will be charged along with your shipping expenses. This is not the amount that you want to receive on the sale of the item.

Pricing is very flexible when dealing with BI. You are free to set any price you choose. We encourage you to keep your price below the price of the comparable BI item with shipping added. We have this policy to encourage buyers to look at consignment items and encourage their purchase. For help in pricing, check price guides or go to our appraisal servicepage. Bossen Implement, Inc. prices can fluctuate, but the price you set does not change unless you modify it yourself. You can do this at any time.

**Extended Info:** (optional field). This field is where you put the comments that clarify the quality and condition of the toy you are selling along with special features. This should be unique for each item you have for sale and include box condition if there is one.

**Image:** (optional field) Commission sellers can leave this blank and Bossen Implement, Inc. will use its own image. If you wish, you can include a different image for your item. Please include the file name in this field. Images must be in JPEG format and be sized to 420 pixels wide for the detail photo and 60 pixels wide for the thumbnail image. Make a note in the Extended Info field that the image is of the actual unit for sale so that buyers will know that the image is not a file photo. When photos are sent to Bossen Implement, you are acknowledging that you are giving them to BI to use the images as they see fit as their own images. Some items that are not listed on our website will require an image from the seller since we may not have an example to photograph. BI will contact you if an image is not included and one is needed for a complete listing. The image should be named part # and LG for large image and SM for small image and a maximum of 12 characters. Example: JLE502LG

**Expedited:** Indicate with a **y** the listings that you offer for expedited shipping. Make a note in your extended information that express shipment is not available if you do not offer expedited shipping.

**Seller #:** BI will assign this with your first listing. Please use this number from then on in this field. This number will identify you to potential buyers. This serves to protect your privacy until someone chooses to buy from you.

Here's an example of how your file might look:

<b>Stock#</b>	<b>Description</b>	<b>Class.Code</b>	<b>Wt.</b>
ERT1528C0001	64 Ford FE-60 4WD, 3+, 3 1/2" x 2 1/2", diecast	CGN	.001

Condition	Qty.	Price	Extended Information	Image	Expedited	Seller#
NIB	1	\$45.00	Average Box		Y	C0009

Upon completion of your spreadsheet, you need to save it for transfer to BI. Save your file as an Excel Workbook or in tab delimited format. Attach the file to an email to BI at [consign@bossenimp.com](mailto:consign@bossenimp.com). To attach a file to an email, you must first create a new message. In Outlook, you will then click on Insert on the menu bar and then "File Attachment..." to open a dialogue box called "Insert Attachment" where you select the file that you have saved for transfer and then click on the "Attach" button.

For Netscape, you will need to also create a new message and this is done by clicking on "Compose" in the menu bar. Then click on "Attach" to open a dialogue box called "File to Attach" where you select the file that you have saved for transfer and then click on the "Open" button.

In AOL the process is to press "Write" under the "Mail" Tab on the menu bar. On the bottom left select "Attachments". This opens the "Attachments" Dialogue box and you can then choose the "Attach" button to select the "Attach" box to select the file you have saved for transfer. After you have chosen the file you wish to attach to the email message click on "Open" button and then in the "Attachments" Dialogue box select "OK" while the file you have chosen is highlighted.

When you're ready to transfer, save your spreadsheet one final time in the default format (.xls for Excel users) or save it in text tab-delimited format for transfer. It's easy--here's how: For Excel 95 and later, go to File, click Save As, then select "Text (Tab delimited)" from the drop-down menu (take a look at the image below). Remember to save your file in a location and with a name that you will remember, because you'll need to find it later.

## Open Items Report

The open items report contains a list of items that we are currently showing as listed. This is a quarterly report for frequent sellers and an annual report for regular sellers. You need to review it and confirm that all the items are available and that there are not any items missing from the listing.

## Purchase Order

Bossen Implement will email you a purchase order as soon as an item is sold and payment is received. The purchase order will include all of the buyer information necessary to fulfill the order.

## Sales Summary Report

This is a summary of all your sales that have occurred since your last reimbursement and will be sent each time you receive a reimbursement based on sales activity on your account.

**BOSSEN IMPLEMENT, INC.** sends out checks on the 15th of every month, or the Monday following if the 15<sup>th</sup> falls on a weekend. There are no additional or hidden fees that will be deducted from the sale price of your product beyond the fees discussed earlier in this policy. For accounts that have less than \$10 in them, **BOSSEN IMPLEMENT, INC.** will hold the payment until there are additional sales and the monthly payment exceeds the \$10 minimum for sending a check. If a seller closes their account with **BOSSEN IMPLEMENT, INC.**, a final check will be prepared at the end of the month even if it is less than \$10.

All items will be deleted on the 15<sup>th</sup> of February unless you request that they remain valid before February 10<sup>th</sup>. An email will be sent out in advance to remind you to review your items and decide if you want to continue the listings.

### **Altering and Closing Your Commission Listings**

Should you need to close your Bossen Implement, Inc. listing or alter some details of that listing, you can do so at any time. To alter or end your listing, contact BI at [consign@bossenimp.com](mailto:consign@bossenimp.com) and give your account name or number and identify the item you want to make changes on and the changes you would like to make. These changes will be made on the web site within two business days of the requested change.

You are welcome to end a listing at any time up until it is purchased. There is no fee associated with closing a Bossen Implement, Inc. listing. You may alter the price of your item at any time prior to the sale of the item.

### **Handling Returns and Refunds**

When you sell at Bossen Implement, Inc., you're held to a high standard. It is your responsibility to work with your buyer to resolve differences. Communication is usually the key--simply explaining a delay or reassuring a buyer puts most issues to rest. On those rare occasions when the problem persists, it is up to you and your buyer to reach a mutually agreeable solution.

### **Returns**

Sometimes you do everything right--describe your item accurately, ship it promptly, communicate well--and your buyer is still not satisfied. It happens. What to do? Request that your buyer pack up the item and return it to you. In cases where the seller is not responsible for the return, return-shipping costs should be borne by the buyer. Upon receipt, please issue a full refund to your buyer using the instructions below.

### **Refunds**

Bossen Implement, Inc. sellers are required to have their items on hand and ready to ship. That

said, if you sell often enough it's inevitable that at some point you'll sell an item only to discover it's out of stock--or broken on the kitchen floor. BOSSEN IMPLEMENT, INC. collects money from your buyer immediately--there's no way to stop collection. When you are unable to provide an item (or when it's necessary to generate a refund for a returned item), here is the good news--it's painless. Contact BOSSEN IMPLEMENT, INC. immediately and advise them of the returned item or the need for a refund. Confirm the amount that is to be refunded to the buyer. BOSSEN IMPLEMENT, INC. will generate a refund for your buyer based on the amount you specify. At the same time, BOSSEN IMPLEMENT, INC. will debit your Payments account to accommodate the refund. If the account is below this balance, a charge to your open credit card account will be made for the balance due. In the case of products being out of stock or otherwise unavailable, you should immediately notify your buyer that the item is unavailable and start the process for a refund.

Please be aware that sellers may not invoice buyers for any additional fees like return postage.

All sellers agree to keep the privacy of their buyers confidential and not to share their names or personal information with any other persons or organizations. Sellers also agree to not have further direct contact with buyers or solicit any further sales or do business from these buyers directly, or to make further special or additional offers.

Bossen Implement is the final mediator in disputes between buyers and sellers. We will not get involved as long as both the buyer and seller are working on an agreement. If necessary the buyer will need to return the toy to Bossen Implement for review and if appropriate the toy will be returned to the seller and the sellers account will be charged or the toy returned to the buyer.

Bossen Implement reserves the right to not deal with any individual or organization either as a buyer or a seller at our sole discretion.

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