



## ONLINE AUCTION CERTIFICATE PROCESS

Thank you for participating in our online auction program. As part of the auction process you will be receiving certificate proof(s) for item(s) that are being put up for auction. Certificate proofs will be coming from Neofill, LLC a third party fulfillment company.

Please take a few minutes to read the information below. This sheet is meant to help explain the certificate creation and approval process.

- § Once item(s) have been added to the auction site, Neofill will send you a certificate approval form(s).
  - Please see the attached sample certificate form
  
- § Please review the form to ensure all information is correct
  - Merchant Name
  - Retail Value of Item
  - Merchant's Address
  - Merchant's Phone Number
  - Auction Title
  - Certificate Restrictions/Expiration date (if applicable)
    - § ***It is important to note that each state has different certificate laws. If you are unsure of your state's law please reach out to your sales executive.***
    - § ***If item is a hard, tangible item you may include text stating that the item must be picked up by a specified date rather than using an expiration date.***
  
- § If your certificate proof is correct, please sign your name in the indicated area and return to Neofill, LLC by:
  - Faxing to: 330-230-9203
  - Scanning to: [ronr@neofill.com](mailto:ronr@neofill.com)
  
- § If your certificate proof requires changes, please indicate the changes that need made and return to Neofill, LLC by:
  - Faxing to: 330-230-9203
  - Scanning to: [ronr@neofill.com](mailto:ronr@neofill.com)
  
- § **PLEASE NOTE: YOU WILL RECEIVE YOUR REVISED CERTIFICATE PROOF WITHIN 24 – 48HRS UPON RECEIPT.**
  
- § **Certificate forms should be returned to Neofill (1) one week prior to the start of the auction.**
  
- § Once the certificate proof has been entered into Neofill's system, an automatic e-mail will be sent out to the e-mail address that is on file.



**FAX BACK APPROVAL FORM**

Jim's Steakhouse - \$100  
Dinner Voucher

Auction(s): 201156  
GCC# 153882 v.1

Sell on: 11/19/2011

front side

back side

CONTAINS INVISIBLE FLUORESCENT FIBERS

**Jim's Steakhouse - \$100 Dinner Voucher**

650. S. Prospect Ste. 200  
Hartville, OH 44632  
Phone: 866-311-9806

Certificate Value:  
**\$ 100**  
Issued on: 11/19/2011

Test



Scan QR code above to find more info.

Auction# 201156

See restrictions on reverse

\$100 Dinner Voucher ~ No cash back. Tax not included.

**Please review the certificate above and fax back with appropriate information.**

\*NOTE: Please use the box below for the APPROVED SIGNATURE.

**SIGN HERE**

NeoFill, LLC is NOT responsible for certificate value or printing errors after a certificate is processed. PLEASE be sure all information is correct.

**This form must be returned prior to sale date or your sale may not take place at the correct time. Actual voucher color may vary. Please be advised the actual certificate will include the auction ID.**

**Please fax back to 330-230-9203.**

Verified (For NeoFill use only)

To: NeoFill

From: \_\_\_\_\_

- Approval/Changes:  Everything is correct  
 Resend proof for final approval\*\*  
 Ok to print with changes below

Changes/Comments: \_\_\_\_\_

Please Print (for sale): 1 # of orders  
1 # of certificates

(In addition to the above quantity)

\*Nothing will be returned to Station/Publication unless stated here.  
\*\*Final proof might only be needed if changes are requested.