

GUIDELINES - SELLING ON EBAY THROUGH UCC CHURCH

GENERAL

If you have an item that you want to get rid of, you can sell it on eBay through the UCC Simi Valley church, and donate anywhere from 50% to 100% of the proceeds to the church. The church will use its eBay account and market the item for you. Simply email the church with a description and a digital picture of the item. Once the item sells, you must ship the item to the buyer and pay the shipping & shipping insurance costs.

INSTRUCTIONS

First, you must determine if you have something worthwhile to sell on eBay. We request that it is something that will sell for at least \$20 or more. Make sure it is not bigger or heavier than you would mind shipping. You will be responsible for shipping your item within 3 days of the sale date. You will also be responsible to pay the shipping costs, and the shipping insurance.

A complete description of the item is needed, and a bidding start price needs to be determined. We will need as much information about the item as you can give us. We will also need one or more digital photographs to put in the ad. Please provide us with a description of the item - such as new or used, if used how old, manufacturer, model no, size & weight of item, color, cost when new, estimated value now, etc. One place to start is at www.ebay.com. Type the name of your item into eBay's search window. You will probably find that many items like yours are for sale on eBay. You can see how others are describing their items, and what the range of asking prices are. You can also go to the manufacturer of your item's website to get a description. We have to determine a starting bid. A low starting bid is more likely to get the bidding started, and more likely that your item will sell, but it may sell lower than you would like. A high starting bid could result in no bids, and no sale. If that happens, eBay will still charge the listing fee and we would have to collect that from you, the seller. It is typically just a few dollars. A lower starting bid is recommended, because it gets the bidding started, which will result in a sale, and the bidding may still go high. You can now use the information you find on eBay or the manufacturer's website to type into our UCC eBay Listing Form.

FILLING OUT THE FORM

On the form, fill out each section. Circle the amount you will be donating to the church (50%, 75%, or 100%). When completed, email the form along with digital photograph(s) of your item to us. Take the best photo you can, because photos are really what sells items on eBay. Listings can be designated to last for 3, 5, or 7 days. Make sure that you let us know if you have a preference, so that you will be available to ship the item at the end of the sale. If no preference, we will choose. As soon as we have all of the necessary information, we will list your item for you.

AFTER THE SALE

After the item sells, you will be notified of the buyer's address and the selling price. You will need to have the item shipped by US Postal Service or UPS within 3 days of the completion of the sale. You need to pay for the shipping cost, purchase shipping insurance, and get a tracking #. After the item is shipped, email us with the tracking # so we can forward it to the buyer. You should track the item until it is delivered. After the item is delivered, notify us, and we will pay you the proceeds that you selected, if you did not select to donate 100% to the church. If you chose 50%, you will receive 50% of the total proceeds. The total proceeds will be the final selling price plus the shipping cost printed in the eBay ad. Please keep the receipt from your shipping insurance until the tracking # indicates that the item has been delivered. If for some reason the item gets lost, you will need to make a claim on the shipping insurance with the shipper. Once the claim has been paid to you, you will need to turn that amount over to the church so we can reimburse the buyer for his costs.

The church will provide you with a receipt of donation for tax purposes.

SELL YOUR ITEMS ON EBAY & HELP THE UCC CHURCH