

# Southwest Auction Service

## Check List

Please make sure that you have done everything that we ask for on the contract.

1. Fill contract out completely.
2. Please send in your entry fee before the time of sale. (We are no longer holding spots, entry must be paid when we receive your contract)
3. Send us a COPY of your dog's registration paper.
4. If they are AKC, we need you to write the microchip number on the copy of its AKC paper.
5. Nothing over 5 years of age unless it is a complete sellout. Then nothing over 7.
6. You cannot consign males without the same number of females of the same breed. Please do not ask.

# SOUTHWEST AUCTION SERVICE

**Bob Hughes & Chadd Hughes**

Licensed Auctioneer

PO Box 534

Wheaton, Mo 64874

Phone: (417) 652-7540 or Fax: (417) 652-7019

E-Mail: [swkauction@swkennelauction.com](mailto:swkauction@swkennelauction.com)

## **Conditions and requirements for any persons placing dogs to be sold in Southwest Auction Service Consignment Sales.**

1. There is a \$20.00 per dog entry fee (**whether the sale is here or at the seller's kennel**) to be paid at the time of consignment. **We will no longer hold spots without prepaid entry.**
2. Each Seller will be charged 10% of their total sales at the end of the auction. This will be deducted from your check. Entry fees and commissions are nonrefundable.
3. A minimum or reserve may be placed on any dog for an additional charge of \$10.00 per dog. This will also be paid at the time of consignment. This will also encourage you to consign your top quality breeding stock.
4. All dogs must be clean, healthy, easily handled (**NO BITERS PLEASE**), and most of all good representatives of the breed. Any dogs that do not meet these criteria will be refused for sale. **Entry fees are nonrefundable. If a dog already cataloged is pulled from the sale and another dog is added in its place there will be a \$15.00 entry fee for the replacement dog and no refund on the dog removed from the sale.**
5. All dogs must have a visible tag with its number on the tag. This number will correspond with the catalog number. Place the tag around the dog's neck with a collar, chain or heavy twine, etc. **NO ZIP TIES!!** All tags will be mailed to you. \$1.00 per tag will be deducted from your check.
6. There must be one envelope per dog. Each envelope shall have the dog's catalog number and breed on the front and the seller's last name. The envelope will contain the dog's registration paper, a Southwest Auction disposition form and any things such as pedigrees, litter applications, health forms, rabies certificates or any items that need to be passed on to the buyer. You must also provide an inventory list on a USDA form #7006 made out to Southwest Auction. **All out of state dogs will require a health certificate.** All disposition forms must be dated, signed and filled out by sale date; there will be a .50 charge per form. The only uncompleted part of the disposition form will be to whom the dog is sold, this will be filled in with the buyer's name, address and phone number after it has been sold. The seller will then come to the paperwork counter and sign the registration papers over to the new owner. Bred AKC dogs need a litter application signed in section C. All out of state dogs must have a current rabies vaccination.
7. Each seller should have his or her dogs at the sale sight 2 hours prior to starting time. You will be responsible for unloading your own dogs and equipment. We are not responsible for accidents or escaped dogs. You are responsible for the care and feeding of your own dogs. If you have made arrangements to bring dogs the night before the sale, you will need to feed, water and care for your dogs before 7:30 on the morning of the sale. We usually have a 24 hour security guard on the premises, therefore late deliveries are fine.
8. **At the time the consignment contract is received we will need a photocopy of each dog's registration paper. Write clearly the production record for that dog on the copy of the registration paper for the catalog. Example – Female Cocker “Lady Luck” last litter whelped Jan. 15, 2005, 5 puppies, due back in heat May 15, 2005, good mother. All males will be listed as proven or unproven, please note which.**

9. All sellers must guarantee each dog to be brucellosis free for at least 40 days after the sale. Any complaints must be worked out between the buyer and the seller. The brucellosis guarantee is void if the buyer has not had the dog tested for brucellosis within 7 days from the date of sale by a licensed veterinarian. (Prior to sale testing is beneficial to the seller as it makes the buyer more confident and increases the price of the dog.) Be sure and bring the negative test result statement from the veterinarian.
10. It is helpful for the seller to be present to answer any questions concerning their dogs. If the seller leaves the sale and there is no reserve price, the dog will be sold no matter the price.
11. The seller guarantees that their privileges have not been denied by the registration club in which their dog is registered. The seller also agrees to assist the buyer if there are any complications in registering the dog into the buyer's name. If ownership cannot be transferred due to error or fault of the seller, the seller agrees to fully refund the buyer the price of the dog.
12. **At the time of consignment please provide us with any information that may help your dog to sell at a higher price such as O.F.A. certification information, number of champions in the pedigree, negative brucellosis tests, ultrasound pregnancy test, etc. These items will be included in the catalog and supporting documents should be in the envelope on sale day.**
13. **Any deliberate attempt to fraud or misrepresent your dog or deliberately selling a dog with a contagious disease may result in a court dispute. The buyer may obtain a copy of this agreement upon request.**
14. All equipment will be sold at the auctioneer's discretion. There is a flat 15% charge for equipment with no entry fee. Please provide us with an itemized list for publication in the sale bill.
15. All sellers will be paid by check. This check will be mailed approximately 7-10 days after the sale to give the buyer's checks a chance to clear. Checks will be held if any dispute arises about a dog until settled between buyer and seller or if registration papers are not provided the day of the sale. Money may be held in escrow until a dispute is settled in court. Southwest Auction will only help as an advisor but will no way be held responsible for payment until after the dispute is settled between the buyer and seller.
16. Southwest Auction Service is in no way responsible for lost or stolen articles and is not liable for injury to man or animal.
17. We only accept full kennel dispersals, complete breed sellouts and dogs that are under five years of age that are not included in full kennel dispersals or complete breed sellouts. This is not a dumping ground for old dogs and/or nonproductive dogs.
18. Please bring your AKC ownership records to the sale in case of an identification dispute. **All AKC** registered dogs must be micro chipped to be allowed to sell as registered (This includes puppies still nursing).
19. All sellers must stay at the auction site until their dogs are sold and the paper work is completed.

**NOTE:** The word cat may replace dog where applicable. You may unload your dogs as early as 5:00a.m.on sale day.

**Area Hotels:**

Super 8-- (800) 800-8000-Monett, MO

Budget Inn—Cassville, Mo (417) 847-4196

Sunset Motel—Cassville, Mo (417) 847-2903

Cassville Motor Inn & RV Park (417) 847-6235

Sportsman Lodge—Cassville, Mo (417) 847-2030

Americas Best Value Inn & Suites—Cassville, Mo (417) 847-4888

Neosho Inn—Neosho, Mo (417) 451-6500

Best Western—Neosho, Mo (417) 455-2300

Super 8—Neosho, Mo (417) 455-1888

Executive Inn—Neosho, Mo (417) 451-3784

Thank you for placing your dogs with Southwest Auction Service!  
Please sign and return this form with your entry fee and proper paperwork.

I have read and understand items 1 through 18 on pages 1 and 2 and I agree to abide by all of the conditions and guarantees required to be able to sell my dog/dogs through this auction service.

\_\_\_\_\_  
Signature and Date

NAME: \_\_\_\_\_

PLEASE PRINT

SALE DATE: \_\_\_\_\_

Deadline: 30 days before sale date

ADDRESS: \_\_\_\_\_

(Must Have) USDA# \_\_\_\_\_

CITY: \_\_\_\_\_

STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

Email: \_\_\_\_\_

HOME PHONE NUMBER: \_\_\_\_\_

CELL PHONE NUMBER: \_\_\_\_\_

(IT IS VERY IMPORTANT THAT WE HAVE A CONTACT PHONE NUMBER)

MASTERCARD OR VISA# \_\_\_\_\_

EXPIRES: \_\_\_\_\_

**FOR OFFICE USE ONLY**

DATE RECEIVED: \_\_\_\_\_

CONTRACT COMPLETE: \_\_\_ YES \_\_\_ NO

CHECK RECEIVED: \_\_\_ YES \_\_\_ NO

INFORMATION RECEIVED: \_\_\_ YES \_\_\_ NO

CHECK AMOUNT: \_\_\_\_\_

CHECK # \_\_\_\_\_

DATE PAID: \_\_\_\_\_

All Entry fees \$20.00 for each dog and pulled dogs are non-refundable.

TOTAL NUMBER OF DOGS CONSIGNED: \_\_\_\_\_

TOTAL NUMBER OF MALES: \_\_\_\_\_ TOTAL NUMBER OF FEMALES: \_\_\_\_\_

(If you are consigning Males, you have to consign a Female for every Male consigned in that breed)

WHAT BREEDS ARE COMPLETE SELLOUT: \_\_\_\_\_

\*\*\*As of September 10, 2011 Entry Fees will be \$20.00 per Dog for Consignment and Dispersal sales\*\*\*

BREED	NO# OF MALES	NO# OF FEMALES	HOW MANY ARE OVER 5 YEARS OLD ? (Nothing over 5 yrs, unless complete Kennel sellout, then not over 7ys.)

ALL PUPPIES MUST BE OVER 8 WEEKS OF AGE TO BE SOLD INDIVIDUALLY.

LIST OF EQUIPMENT TO BE SOLD: \_\_\_\_\_

**NOTE:**

WE ONLY ACCEPT DOGS THAT ARE 5 YEARS OR UNDER, THE ONLY EXCEPTION IS COMPLETE KENNEL DISPERSALS AND THEN WE ONLY TAKE DOGS THAT ARE 7 YEARS OR UNDER. NO UNREGISTERED MIXED BREEDS!!! We will make special considerations for champions !!

# *Southwest Auction Service LLC*

*P.O. Box 534*

*Wheaton, Missouri 64874*

*Phone: (417) 652-7540 Fax: (417) 652-7019 Cell: (417) 236-5888*

Dear Seller,

Due to new regulations imposed by USDA, "No" auction company or "B" licensed dealer can obtain any regulated animals without either a USDA license number provided by the seller or an exemption statement certifying that the seller is not required to have a USDA license. However, in the case of a sellout (applying only to a non-licensed kennel owners) you can contact USDA for a letter of exemption. This letter must be provided by to us, enabling Southwest Auction Service to conduct a sale on your behalf. You can contact USDA at; USDA, APHIS Animal Care 2150 Centre Avenue, Building B, Mail Stop #3W11, Fort Collins, CO. 80526-8117 or call (970) 494-7478 or Fax: (970) 472-9558. If you have any questions regarding this situation please fell free to contact us at (417) 652-7540.

This is a policy that we do not agree with, but at this time we have no choice but to abide with this regulation.

If you are selling animals (Dogs or Cats) that are USDA regulated and you do not have a USDA license you must fill out the following form and send it in with your contract entry form. Or supply us with a letter of exemption form USDA. Thank You.

**NOTE: IF YOU HAVE A CURRENT USDA LICENSE YOU ARE NOT REQUIRED TO FILL OUT THIS FORM!!**

I, \_\_\_\_\_ certify that I am exempt from  
USDA licensing.

I maintain no more than three breeding female dogs and or cats. I certify that all animals I am selling have been born and raised on my premises.

Signature of Seller: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Driver License # or Official ID #: \_\_\_\_\_