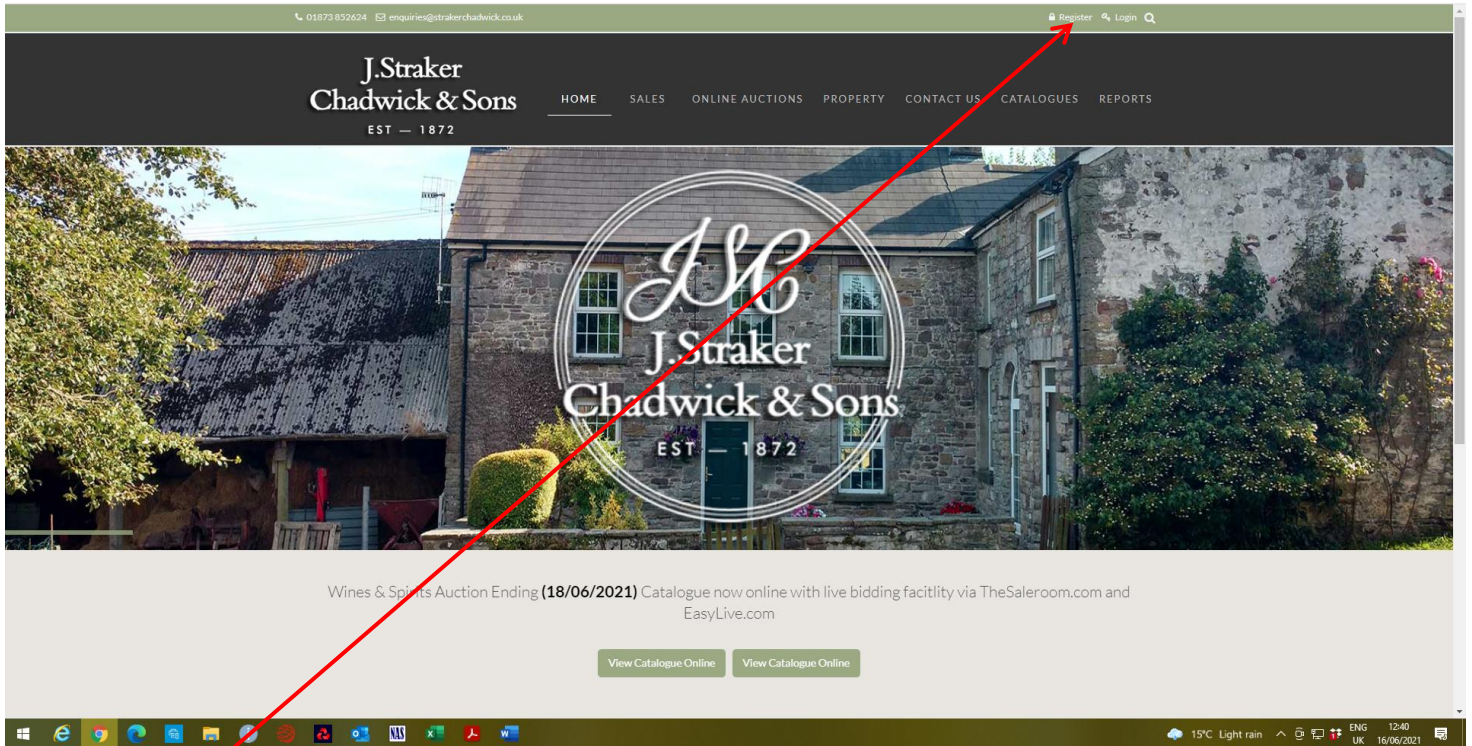


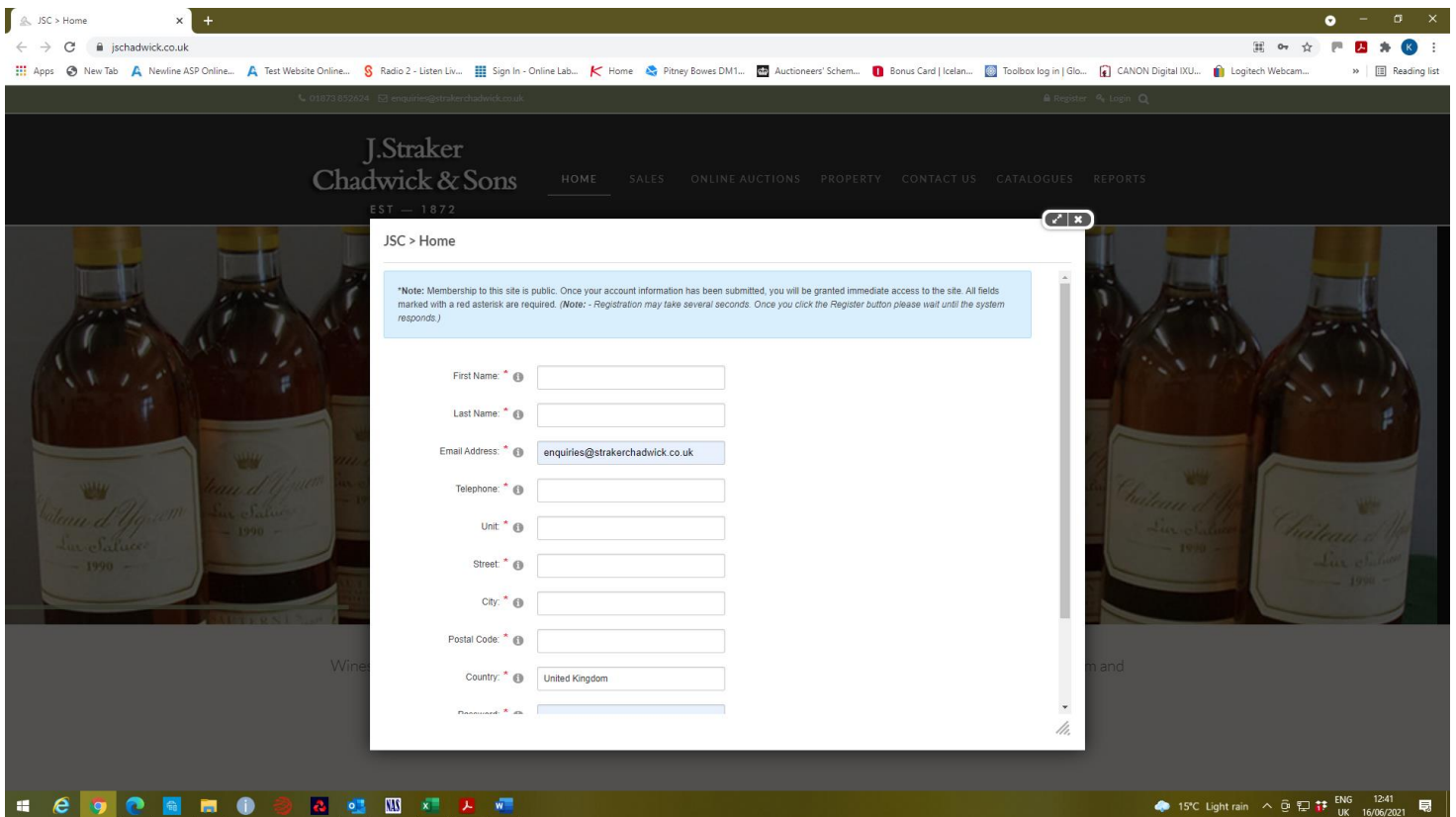
TO PLACE A COMMISSION BID VIA OUR WEBSITE

1. Go to our website: <https://jschadwick.co.uk/> and the following screen will appear:

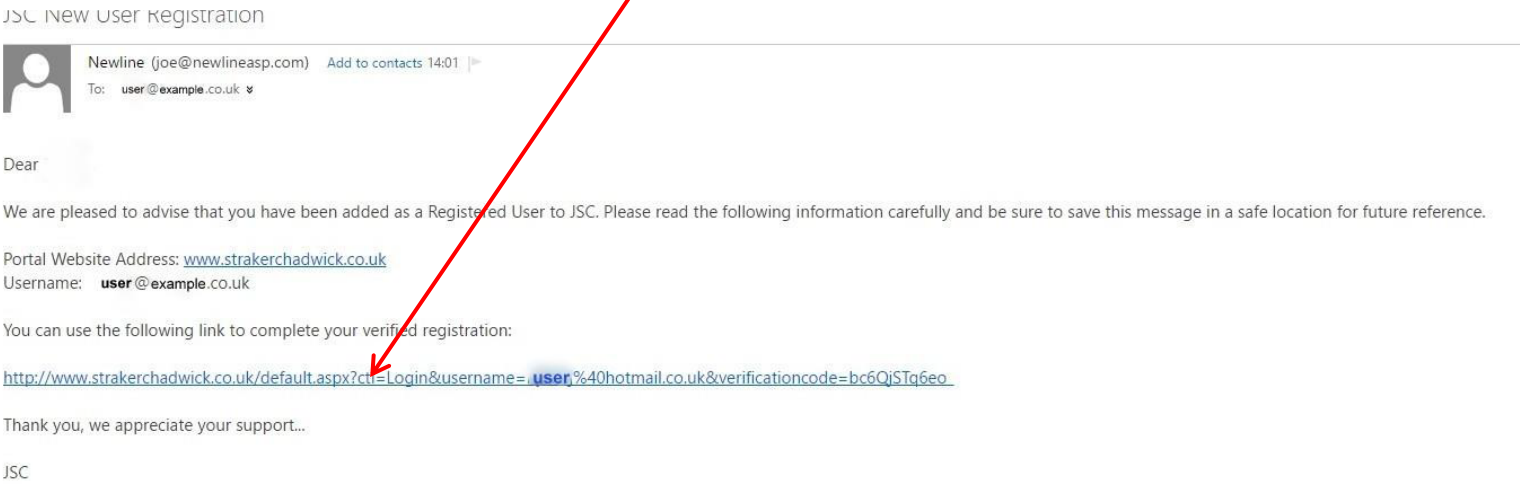


2. Click **Register** at the top right of the page and a 'pop-up' box will appear.

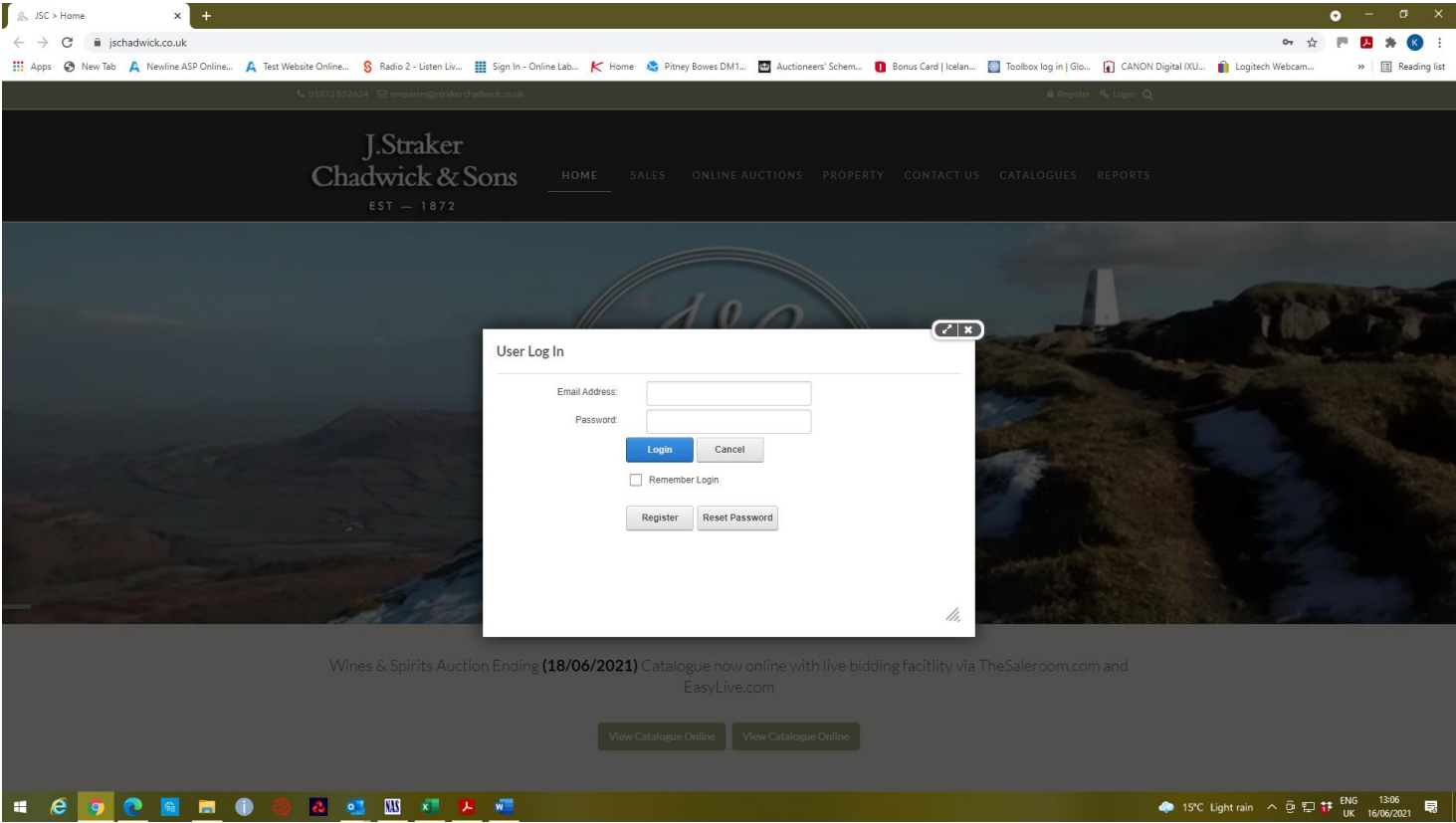
3. Complete all boxes with your details and press the **register** button at the bottom of the page



4. You will receive an email that will ask you to follow a **link** to confirm registration. Please allow a couple minutes to process and check your junk folder, if email isn't in your inbox.

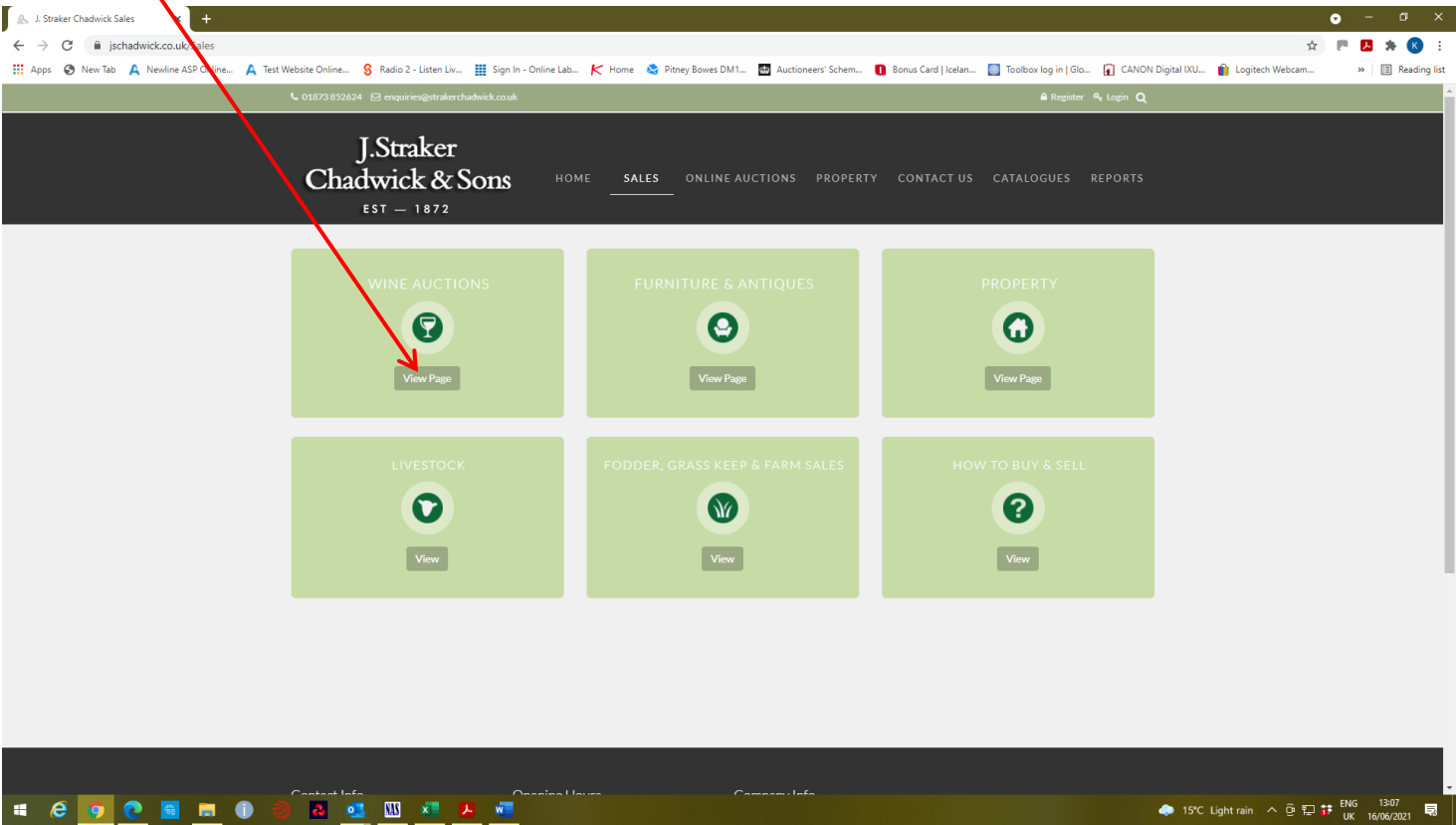


5. The link will take you to this page. Login using the email and password you registered with and click the **Login** button

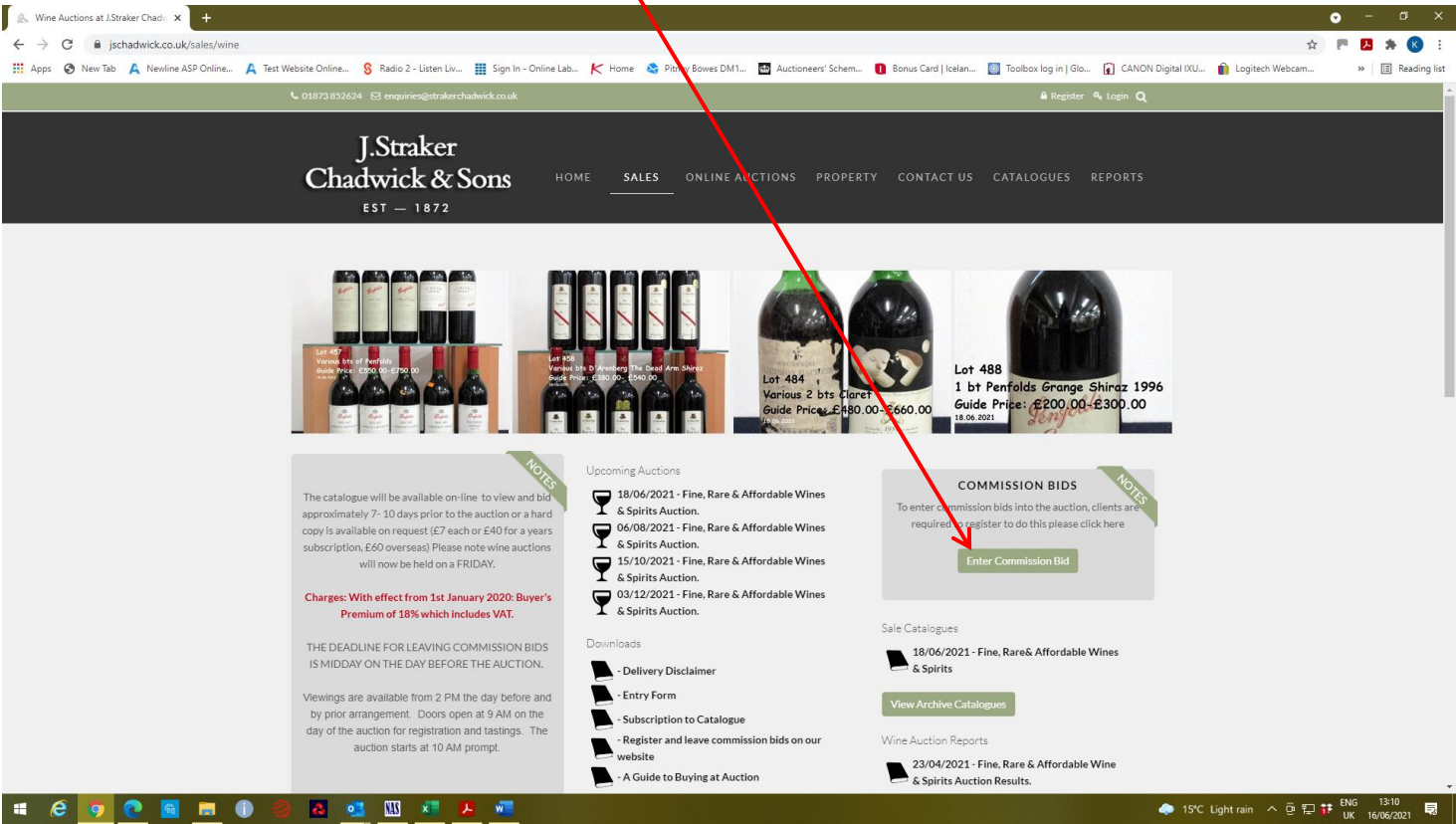


6. Click on the **Sales** menu towards the top of our homepage and the following page will appear...

7. Select **view page** on the **Wine Auctions** box



8. On the right of the page, select **Enter Commission Bid**



9. Ensure your **Contact Info** is correct, then select the **Sale** you are placing commission bids on, from the drop-down box.

The screenshot shows the 'Commission Bid' form on the J. Straker Chadwick & Sons website. The form is titled 'Commission Bid (Scroll to Bottom to Submit)'. It has a 'Contact Info' section with fields for Name, Email, and Tel. The 'Sale' dropdown menu is open, showing a list of dates: 18th June, 19th February, 23rd April, 18th June (highlighted), 6th August, 15th October, and 3rd December. Below the 'Contact Info' section is the 'Commission Bids' section, which has a table with columns for Lot No., Bid £, and Optional Notes. The table has five rows. At the bottom of the form is the 'Additional Commission Bids' section.

10. Enter the **Lot No.** and your Maximum **Bid (£)** for as many lots as you wish. Complete the security Captcha box at the bottom of the page and select **Submit**.

11. The following page will appear when commission bids have been successfully entered. A notification email will also be sent out to you, confirming your bids

The screenshot shows the 'Commission Bid' form on the J. Straker Chadwick & Sons website. The form is titled 'Commission Bid (Scroll to Bottom to Submit)'. It has a 'Contact Info' section with fields for Name, Email, and Tel. The 'Sale' dropdown menu is open, showing a list of dates: 18th June, 19th February, 23rd April, 18th June (highlighted), 6th August, 15th October, and 3rd December. Below the 'Contact Info' section is the 'Commission Bids' section, which has a table with columns for Lot No., Bid £, and Optional Notes. The table has five rows. At the bottom of the form is the 'Additional Commission Bids' section.

Commission Bid (Scroll to Bottom to Submit)

Your Commission Bid has been successfully submitted

Thank you for your commission bid for our upcoming sale, we have received it and will ensure your bid is processed.

[Return](#)