



# Instructions for Selling on the Cygnets Model Boat Website

## IMPORTANT

All information will be published on the website unless clearly specified otherwise, remember you will need some form of contact to enable buyers to contact you.

Abbreviations are good but make sure they are understandable, if unsure don't use them.

Repeat this section for as many items that you have for sale

Dear Sirs,

Please could you be good enough to display the following information on the Cygnets Model Boat Club website with a view to selling:

### Item 1

**Description:** {Insert Description} {The information should be accurate and provide sufficient detail to the buyer around the condition of the item being sold and what is or isn't included}

**Price:** {Insert the price you wish to receive for the goods, abbreviations like ONO can be used}

Contact Details: **CMBC No:** {Membership Number}, **Name:** {Your Full Name}, **Telephone:** {Telephone Number}, {Specify:} Day\Evening\Anytime

**Shipping:** {Please provide information around shipping, collection only, by arrangement and specify UK, South East etc.}

**Picture:** {Please provide pictures, note a maximum of up to 2 will be used per item being sold}, **Number of Pictures:** {Please state number of pictures being attached}

{Please provide separate Description, Price, Contact Details and Picture quantity per item being sold.}

Please note that Cygnets Model Boat Club will not be liable or culpable for any inaccuracies that are included in the above descriptions that will ultimately be posted on the website.

The information will be displayed on the club's website for a maximum period of 4 weeks and if no renewal request has been received within that time then the information will be deleted including the pictures and the seller will need to resubmit the entry in its entirety.

By submitting this e-Mail, description and possible photographs for inclusion in the website posting you are confirming that the goods are yours to sell in the first instance, there is no other legal claim on the items, you are over the age of 18, a resident of the United Kingdom and the information provided is an accurate description of the goods being sold.

Yours faithfully

{Your Name}  
{CMBC Number}

Don't worry too much about the size as these will be scaled to best suit the website, but individual file sizes must not exceed 4Mb.



## IMPORTANT

Any item advertised for sale on the Club's website is on behalf of the seller and the buyer must understand the contract to sell lies with the seller and the Cygnets Model Boat Club cannot be held liable or responsible for any items for sale from this page