

# CONTRACTORHOTDEALS.COM WORKSHEET

	AD ID # _____	INTERNAL NOTES
<b>* Indicates mandatory information</b> <b>1 COMMODITY CATEGORY*</b> (See website's dropdown list)		Date the Ad was input <u>   </u> / <u>   </u> / <u>   </u>
<b>2 AD HEADLINE*</b> Suggestion- Include both the item's model or part # and the Manufacturer in the title.		
<b>3 QUANTITY BEING SOLD*</b>		
<b>4 UNIT OF MEASURE</b>	EACH    or    LOT(S) (Circle One)	
<b>5 ITEM UNIT PRICE*</b>		
<b>6 ITEM CONDITION*</b> See definitions in Membership Tutorial link	NEW    or    USED (Circle One)	
<b>7 ITEM MANUFACTURER</b>		
<b>8 ITEM MODEL NUMBER</b>		
<b>9 ITEM PART NUMBER</b>		
<b>10 WHO PAYS FOR SHIPPING COST?*</b>	BUYER    or    SELLER (Circle One)	
<b>11 SHIPPING WEIGHT PER ITEM (include packaging)</b> Note: Needed <b>only</b> if Buyer is paying for shipping	_____ pounds per item or lot	
<b>12 DESCRIPTION*</b>  <b>Note:</b>  Provide the item specifications and any other background information that might be helpful to a potential buyer.  See <a href="#">Steps for Creating an Ad</a> link in the <a href="#">Membership Tutorial</a> link on the Home Page.		
<b>13 INCLUDE PICTURES?</b>	YES    or    NO (Circle One) If Yes- Qty. _____	Picture file #(s)-