

## Fort Bend ISD 4 Steps Auction Removal Strick Guidelines

### 1. Mandatory Removal Procedure:

- a. SCHEDULED REMOVALS DATES & TIMES ARE STRICTLY ENFORCED.
- b. REMOVALS ARE BY APPOINTMENTS ONLY
  - ◆ NO WALK-IN
  - ◆ NO DATE OR TIME EXTENSIONS ON ANY REMOVALS
  - ◆ LOTS NOT REMOVED BY DEADLINE DATE, WILL BE FORFEITED, WITHOUT A REFUND.
  - ◆ PLEASE BRING US A HARD COPY OF YOUR 'PAID RECEIPT' AT THE TIME OF YOUR APPOINTMENT.
- c. AS SOON AS YOU WIN, CALL TO LEAVE A MESSAGE REQUESTING YOUR REMOVAL APPOINTMENT. YOU WILL GET A CALL BACK THAT SAME DAY TO SCHEDULE YOUR APPOINTMENT FOR THE NEXT DAY AS LONG AS IT IS A SCHEDULED REMOVAL DAY.

### 2. Removal Location by Appointment ONLY:

- a. Central Distribution Center Warehouse - 555 Julie Rivers Drive, Sugar Land, Texas, 77478

### 3. Removal Contacts for Mandatory Appointment Removal Time:

Fort Bend ISD auction removals are by appointment only, **No Exceptions**. We apologize in advance if we do not answer your call; our phone lines stay busy due to our limited staff.

We ask that you please leave a clear voice message including your name, phone number where our staff can reach you to schedule your appointment for the following auction day.

You will receive a call back by end of the day on the day you leave your voice message. We close for lunch from 12:P.M. - 1:P.M.

- a. Karla Vasquez Bowers – Executive Assistant - (281) 634-1818
- b. Joel Lopez – Assistant Warehouse Manager - (281) 634-1819

### 4. Mandatory Removal Dates:

- a. Wednesday, May 22, 2019
- b. Thursday, May 23, 2019
- c. Friday, May 24, 2019