



CIVITAS Galleries, Ltd.
6800 University Ave., Ste. 101
Middleton, WI 53562
UNITED STATES of AMERICA
Tele: +608.836.1777 Fax: +608.836.9002
custserv@civitasgalleries.com

September 30, 2021

We are taking the following precautions during the COVID-19 pandemic for the safety of our staff and clients:

- All client visits are by appointment **ONLY**.
- Appointments will be accepted for buying, selling or web order pickup only. We are not open for general browsing as we do not have any merchandise on display. We will gladly book appointments for you to view a few specific items of interest you saw on our website.
- Because of the small size of our showroom, we are requiring that clients and staff wear masks that cover the nose and mouth while on premises. If you do not have a mask, a disposable one will be provided to you by request at no charge for use during your visit.
- We are limiting the number of people per appointment to two individuals (three individuals if two adults and one small child who cannot be left unattended).
- Hand sanitizer is available for use by our clients and staff.
- If you are selling items, we will require detailed explanation or photos of your items prior to making an appointment. If the items are not of high enough marketable value, we will decline to book an appointment to evaluate them. This will save you a trip and prevent unnecessary exposure to our staff.
- If you are selling too many items to evaluate within the 45 minute window, you may drop off your items for us to evaluate and we will call you when we have an offer ready for you. Depending on the quantity and type of items, turnaround time will vary. We will

provide you with a time estimate based on your description/photos you provide before booking your appointment.

- If you have too many people in your party or are unwilling/unable to wear a mask, we will gladly meet you at your vehicle to pick up your items and return with payment after verifying count.