Donate an auction item

Thank you for supporting our auction. Fill in one form per item and return it with the item or a gift certificate by the date on our letter.

Questions marked * are required.

Completed by _____ Date _____

1 About you

Why we ask: So we can thank you properly and reach you about your item.

1. **Who is donating? ***

   Tick one.

   - ◯ Me personally
   - ◯ A business or organization

   If you chose "A business or organization" in question 1.

2. **Business or organization name**

   _____

3. **Your name ***

   _____

4. **Email ***

   _____

5. **Phone**

   _____

6. **How should we credit you? ***

   Tick one.

   - ◯ Use the name above
   - ◯ Use a different name
   - ◯ No public credit, please

   If you chose "Use a different name" in question 6.

7. **Name to print in the catalogue**

   _____

If you chose “A business or organization” in question 1.

8. **Business logo for the catalogue**

Attach: Business logo for the catalogue

2 About the item

Why we ask: So bidders know exactly what they're bidding on, and we can set a fair opening bid.

9. **Item name ***

10. **Describe the item as bidders should read it ***

What it is, what's included, why it's special.

11. **Estimated value ***

Your best estimate in your local currency. We use it to set the opening bid.

12. **Restrictions or expiry**

Valid until June 30. Not on public holidays. For two people.

13. **Photo of the item**

Optional, but items with photos are easier to catalogue.

Attach: Photo of the item (up to 3 files)

14. **How will the item reach us? ***

Tick one.

- ◯ I'll drop it off
- ◯ Please pick it up
- ◯ It's a voucher or certificate I'll email

If you chose “Please pick it up” in question 14.

15. **Pickup address and best times**

_____

_____

_____

_____

Thank you!

Your item helps make the night. We'll be in touch to confirm the details.