



For Office Use Only

# Saint John Benefit Auction Item Donation Form

**Please Return by Friday, October 6, 2017**

- Please fill out form as completely as possible. Specify dates (and excluded dates) for group dinners, condo rentals, tickets, etc.
- Bring donations to the school office, or 843-9511 and ask for an auction representative to pick up your donation.

### Contact Information

Donor/Company Name (As you would like it to appear in the catalog) \_\_\_\_\_

Contact Person (name not listed in the catalog) \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Daytime Phone \_\_\_\_\_ e-mail \_\_\_\_\_

Website \_\_\_\_\_

### Donated Item Information

Name of Auction Item (as you would like it to appear in the catalog) \_\_\_\_\_

Detailed Catalog Item Description (include quantity, size, color, restrictions and any other important information)

\_\_\_\_\_

\_\_\_\_\_

Item Value (Fair Market Value) \$ \_\_\_\_\_ Expiration Date (if Applicable) \_\_\_\_\_

Donor's Signature \_\_\_\_\_ Today's Date \_\_\_\_\_

### Certificates

- My Certificate is attached to this form.
- I will provide a certificate on (date) \_\_\_\_\_
- Please have the Auction Committee create a certificate for me. Donor's Signature \_\_\_\_\_

### Delivery

- The Auction item is attached to this form
- I will bring the auction item to the auction office on (date): \_\_\_\_\_
- Please have a member of the Auction Committee pick up the item. (Date, time, location) \_\_\_\_\_

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Auction Representative :



Saint John Benefit Auction | 1208 Kentucky Street Lawrence, KS 66044  
785-843-9511 | auction@saint-johns.net

