**Please complete this form to donate items for the (CHARITY) (NAME) Auction.
Instructions:**

1. **Complete the form. It is preferable to include a photo, but not required.**
2. **(Add your organization’s fax number and/or mailing address)**
3. **The Auction committee will contact you by e-mail after the item has been reviewed.**

**Item Information**

Item Name

This name will be displayed as the item title when a user is browsing the catalog. We suggest a short description title.

**Description**

Please provide a very detailed description. This section should include all the information a prospective bidder would need to know, such as specifications, dimensions, manufacturer, how long a time period, etc. It should also include any shipping considerations or added fees.

**Of Special Note**

Please provide any special instructions, limitations, restrictions or key notes related to the item:

**Estimated Value**

This should be the retail value of the item or best fair market price:

**Photo**

E-mail a photo (.jpg or .gif at 300 pixels x 300 pixels) to: (your e-mail address)

**Donor Name**

Your name as you would like it to appear in the online catalog:

**Link/URL**

URL for your Web site (ex: "http://www.mycompany.com"):

**Logo**

E-mail your logo (.jpg or .gif at 300 pixels x 300 pixels) to: (your e-mail address)

**Donor Description**

A brief description or note about the donor. Note: this information does not appear in the auction catalog.

* Donor Contact Name:
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