

Leavenworth Rotary - RotaryFest 2011

Auction Donation Form

Office Use only:

Item number: _____

USE ONE FORM FOR EACH ITEM DONATED

CONTACT INFORMATION (Please print or type)

Donor Name: _____

Contact Name (If donor is a company): _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____

E-mail: _____

DONATED ITEM (Please print or type)

Name of Item Donated: _____

Manufacturer: _____ Model #: _____ Cost or Value: _____

(\$25 or higher)

*Complete Description of Item: _____

SERVICE OR GIFT CERTIFICATE INFORMATION REQUIREMENTS

If you are donating a gift certificate for a service, please include the following information in the certificate or letter.

- Name of product or service
- Description of what is included and what is excluded
- Name of person to contact for further information
- Name, address and full contact information for you or your company
- Instructions on how to redeem item
- Include any additional information such as a photo or description brochure as appropriate
- Date of expiration



