

IMMACULATE CONCEPTION SCHOOL
One Washington Street
Newburyport, MA 01950

2011 AUCTION DONATION FORM

*Use this form to supply information about an auction donation. We must receive your form by **March 1st, 2011** for it to appear in the auction booklet, and receive the item by **March 4th, 2011**.*

Your Information – so we can contact you with any questions.

Name _____

Phone _____ Email _____

Item Information – This information will be used in the Auction booklet.

Item Name _____

Check one: (this information will be used to fill in the 'Donated by' section of your item description)

- I purchased this item and donated it to the auction (Donated by "Your Name")
- I solicited a business and they donated this item to the auction (Donated by "Business Name")
- I purchased and donated this item but please put "Donated by Anonymous" in the booklet

***Where is Item From?**

Business Name _____

Business Address _____

City _____ State _____ Phone _____

Contact Person _____

****Item Description (This is the description as it will appear in the booklet. Feel free to be creative here.)***

Estimated Value _____

Restrictions _____

***How will we get the item? (check one):**

- I am submitting my item with this form
- I will leave the item in the school office by _____ (on or before March 4th)
- Please have someone contact me concerning pickup of the item

Thank you for your support!