

IMMACULATE CONCEPTION SCHOOL
One Washington Street
Newburyport, MA 01950

2012 AUCTION DONATION FORM

Use this form to supply information about an auction donation. We must receive your form by **March 16th, 2012** for it to appear in the auction booklet, and receive the item by **March 23rd, 2012**.

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

Name _____

Phone _____ Email _____

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

Item Name _____

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

É I purchased this item and donated it to the auction (Donated by Your Name)

É I solicited a business and they donated this item to the auction (Donated by Business Name)

É 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):**

É I am submitting my item with this form

É I will leave the item in the school office by _____ (on or before March 16th)

É Please have someone contact me concerning pickup of the item

É Questions? Contact Catherine Batchelder at ctbatch@gmail.com

Thank you for your support!