



**Silent Auction Donation Submission form**

Please use a separate form for each item donated  
(please print or type)

Contact Information

Company Name:

Contact Name:

Address:

City:  Phone:

Email:

Website (if applicable):

Item Information

Name of Item Donated:

Cost or Fair Market Value:

Description of Item: (If your item contains multiple services or products, please detail in description)

Service Gift Certificate Information Request:

If you are donating a gift certificate for a service, please indicate 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 of your company
- Instructions on how to redeem certificate
- Include any information such as a photo, description or brochure as appropriate
- Date of expiration (if any)

Delivery Options: (check one)

\_\_\_\_\_, I, or a representative of my company, will bring the above listed item(s) to Ridgely Middle School to be turned in at the main office no later than October 31<sup>st</sup>, 2019.

\_\_\_\_\_. Please have someone contact me to arrange pick up of my item (s) at (phone)

Or (email)

*Thank you for your donation. Please join us November 9, 2019 for our amazing craft fair and silent auction.*