

# Los Angeles Chapter of ABOTA

## 2017 Silent Auction Donation Form for 12.13.17

Please use one form per item

*Office Use only:*

Item number: \_\_\_\_\_

### CONTACT INFORMATION (Please print or type)

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Donor Name: \_\_\_\_\_

Contact Name (If donor is a company): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

### DONATED ITEM or CASH DONATION (checks made out to LA-ABOTA, Please print or type)

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Name of Item Donated: \_\_\_\_\_

Cost or Value: \_\_\_\_\_

Description of Item: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### SERVICE OR GIFT CERTIFICATE INFORMATION REQUIREMENTS

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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

Please give contact information and/or details for auction item retrieval:

\_\_\_\_\_

\_\_\_\_\_

Please email or fax completed form to Jen Gross – [jen@caladmanagement.com](mailto:jen@caladmanagement.com) or 916.924.7323.