

Donation contract



November 5, 2011

(for office use only)

Item Number

Category

Contributor Contact Information:

Donor Name: _____

Contact person (if needed): _____

Address: _____

Mailing address (if different): _____

City/State/Zip: _____

Phone: _____ e-mail: _____

Donation information:

Description: This information will be displayed at the auction. Use the back or a separate sheet if needed. _____

(If donation is a restaurant meal or other service please indicate if gratuity and/or tax is included. If it is a work of art please indicate title, size and other relevant descriptive information.) If donation is a vacation rental, valid dates and any other restrictions must be specified here:

Retail value: _____ Suggest Minimum Bid: _____

If no minimum bid is stipulated by the donor, the Auction Committee reserves the right to set the bid.

In the unlikely event that your donated item does not sell at the minimum bid, shall we:

____ return the item to you? ____ lower the minimum? ____ other? (please specify) _____

Restrictions (if any): _____

Delivery method:(To be at the school by Oct. 18) ____ enclosed ____ to be dropped off ____ to be mailed ____ to be picked up.

Donor Signature: _____ **Date:** _____

Instructions:Please send this form by Sept. 23 to the address or fax number below. Final deadline is Oct 18. Keep a copy for your records.

Cornucopia Auction, The Academy at Charlemont
1359 Mohawk Trail, Charlemont MA 01339

Fax: 413-339-4324, E-mail: auction@charlemont.org

If donating a gift certificate please send it with the form.

Donation is tax deductible to the extent permitted by law.

Display: Information from the description above will be displayed at the auction. If you have additional descriptive information or non-returnable display enhancements please include those with the item. Gift certificates will NOT be displayed so additional display material would be greatly appreciated.

If possible please send a photo of the item, preferably digital, for our website (www.charlemont.org). Email the photo to auction@charlemont.org

Important Dates: This form due: by September 23 Delivery of item: by October 18 Auction day: November 5

Questions? Call Karen Blom at 413-625-6285 or e-mail at BKL@crocker.com

Thank you very much for supporting the students at The Academy at Charlemont.

administrative use only: Donation received by: _____ Date: _____ solicited by: _____