


Sample for Certificate

Shanley Dinner Auction 2014

Donor Information		Please fill in with Ball Point Pen	
Donor or Company Name (as to appear in the catalog): ABC Company	Donor Phone #: 701-555-1212		
Donor Contact Person (not listed in the catalog): John Doe	Donor FAX #:		
Donor Address (include City and Zip): 555 Awesome Ave. S. Mayberry, ND 55555	Donor Email: john.doe@ABC.com Donor Website: ABC.com		
Donor 2 or Company Name (as to appear in the catalog):	Donor 2 Phone#:	Donor(s) Signature (Required): John Doe	
Donor 2 Contact Person (not listed in the catalog):	Donor 2 FAX #:	Donation Date: 1-15-14	
Donor 2 Address (include City and Zip):	Donor Email:	Please send me an invitation to the auction. <input checked="" type="checkbox"/>	
	Donor Website:		
Solicitor: Your Name	Solicitor Phone #:	Team Name:	Code/Category:

Donated Item Information		Catalog Deadline:	
Tracking Number:	Catalog Item Name: Name of Certificate		
Detailed Catalog Item Description: (Quantity, Size, Color, Restrictions, & other information to ensure proper understanding of the donated item:)		Item Value: (Fair Mkt Value) \$???	Minimum Bid: round to nearest dollar
Expiration Date:			
<p><i>Please write a colorful description about the certificate using full sentences. Include quantity, size, color (if applicable) any terms of certificate</i></p>			
Storage Location:			
<input type="checkbox"/> Tangible Item - Display at Auction	<input type="checkbox"/> Delivery by Donor	<input type="checkbox"/> Pick Up by Solicitor	
<input checked="" type="checkbox"/> Tangible Item - Do Not Display <i>either</i>	<input checked="" type="checkbox"/> Donor to Provide Gift Certificate	<input checked="" type="checkbox"/> Auction Committee Provide Certificate	
<input type="checkbox"/> Intangible Item	<input type="checkbox"/> Donor to Provide Promo Material	<input type="checkbox"/> Matching Funds	

Item Label			
Brief Item Name:		Donor's Name(s) as it should appear in the catalog:	Donor Phone #:
Tracking Number:	Catalog Number:	Code/Category:	Package With:
<p>Please return forms to:</p> <p align="center">Blessed John Paul II Catholic Schools Network</p> <p align="center">5600 25th Street South Fargo, ND 58104</p> <p align="center">(701) 893-3200 Fax: (701) 893-3277 Email: Lee.L.Hoedl@jp2schools.org</p> <p align="right">Fed Tax ID 450403317 Your donation may be tax deductible. Check with your tax advisor.</p>			
<p>Copy 1: Office 2: Catalog/Database 3: Solicitor 4: Donor Receipt</p>			

** If we provide the certificate, you must fill out the Name & Description, then