


COMPLETED SAMPLE FOR ITEM

Shanley Deacon Dinner Auction 2017

Donor Information		<i>Please fill in with Ball Point Pen</i>	
Donor or Company Name (as to appear in the catalog): John and Jane Doe	Donor Phone #: 701-552-1212		
Donor Contact Person (not listed in the catalog):	Donor FAX #:		
Donor Address (include City and Zip): 555 Awesome Ave. S. Mayberry, ND 55555	Donor Email: john DOE@cableone.net		
Donor 2 or Company Name (as to appear in the catalog):	Donor 2 Phone#:		
Donor 2 Contact Person (not listed in the catalog):	Donor 2 FAX #:	Donor(s) Signature (Required):	
Donor 2 Address (include City and Zip):	Donor Email:	Donation Date: 01-14-17	
Solicitor: Your Name	Solicitor Phone #:	Donor Website:	Please send me an Invitation to the auction. <input checked="" type="checkbox"/>
		Team Name:	Code/Category:

Donated Item Information	Catalog Deadline:
Tracking Number:	Catalog Item Name: Name of Item
<i>Detailed Catalog Item Description: (Quantity, Size, Color, Restrictions, & other information to ensure proper understanding of the donated item:)</i>	Item Value: (Fair Mkt Value) Round Amt. to Nearest Dollar
	Minimum Bid:
	Expiration Date:
<p>Write a colorful description about the item using full sentences.</p> <p>Include quantity, size, color (if applicable) and any restrictions regarding the item.</p> <hr/> <hr/>	
	Storage Location:
<input checked="" type="checkbox"/> Tangible Item - Display at Auction <input type="checkbox"/> Tangible Item - Do Not Display <input type="checkbox"/> Intangible Item	<input checked="" type="checkbox"/> Delivery by Donor <input type="checkbox"/> Donor to Provide Gift Certificate <input type="checkbox"/> Donor to Provide Promo Material
	<input checked="" type="checkbox"/> Pick Up by Solicitor <input type="checkbox"/> Auction Committee Provide Certificate <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:

Please return forms to: Copy 1: Office 2: Catalog/Database 3: Solicitor 4: Donor Receipt	St. John Paul II Catholic Schools 5600 25th Street South Fargo, ND 58104 (701) 893-3201 Fax: (701) 893-3271 Email: Lee.L.Hoedl@jp2schools.org	Fed Tax ID 450403317 <i>Your donation may be tax deductible. Check with your tax advisor.</i>
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Mark whichever is true, pertaining to the item. If you will be picking the item up from the donor, check "Pick Up by Solicitor."