



**Auxiliary Board of ChildServ
Non-Event Online Auction
Donation Form
April 9 – April 28**

Please email sabbott@childserv.org or fax completed form to (773) 693-0322

CONTACT INFORMATION (Please print or type)

Company Name: _____

Contact Name: _____

Address: _____

City: _____ State: _____ ZIP: _____

Phone: _____ Fax: _____

Email (email address must be provided): _____

Website: _____

DONATED ITEM (Please print or type)

Office Use only:

Item number: _____

All information listed here will appear on the auction website
Please provide an electronic or color print logo to display on the site.

Please also provide flyers, pictures, brochures, etc. to display at the auction in addition to your item(s).

Name of Item Donated: _____

Cost or Value: \$ _____ Complete Description of Item: _____

SERVICE OR GIFT CERTIFICATE INFORMATION REQUIREMENTS

All physical items should on-hand during the live auction. If there is no physical item, such as a workshop, tour, or service, a gift certificate with the following information is required:

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 your company

Instructions on how to redeem item

Date of expiration (if not specified, the general policy is a maximum of one year)

SHIPPING OPTIONS: (Check one)

- I, or a representative of my company, will bring the above listed item(s) to ChildServ on Higgins Road. I will receive a written confirmation, including details of when and where to turn item(s) in at a later date.
- Our company will **ship** the above item(s) to the ChildServ office at ChildServ/ Online Auction, 8765 W. Higgins Road, Suite 450, Chicago, IL 60631, **to arrive by April 1, 2010.**
- I, or a representative of my company will provide a gift certificate for any non-tangible items. **If not selected, ChildServ will create a certificate on your behalf.**

By submitting this form, you agree to provide the item or service you have listed above to the Auxiliary Board of ChildServ Non-Event Online Auction. All special requirements and donation specifications must be submitted in writing with this contract.

After April 1, 2010, you must contact the auction coordinator at the ChildServ office (773-867-7361) to make special arrangements.

****All items are tax deductible. You will receive a letter for your records.**

Company Name: _____

Contact Name: _____

USE THIS PAGE FOR ANY ADDITIONAL AUCTION ITEMS

Office Use only:

Item number: _____

DONATED ITEM (Please print or type)

All information listed here will appear on the auction website
Please provide an electronic or color print logo to display on the site.

Please duplicate this page as needed for additional items.

Name of Item Donated: _____

Cost or Value:\$ _____ Complete Description of Item: _____

DONATED ITEM (Please print or type)

Office Use only:

Item number: _____

All information listed here will appear on the auction website
Please provide an electronic or color print logo to display on the site.

Name of Item Donated: _____

Cost or Value:\$ _____ Complete Description of Item: _____

DONATED ITEM (Please print or type)

Office Use only:

Item number: _____

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Name of Item Donated: _____

Cost or Value:\$ _____ Complete Description of Item: _____

DONATED ITEM (Please print or type)

Office Use only:

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Name of Item Donated: _____

Cost or Value:\$ _____ Complete Description of Item: _____

