


Once Upon A Time Auction – March 27, 2010

Donor Information		Please fill in with Ball Point Pen
Donor or Company Name (as it will appear in publications):	Donor Phone #:	
Donor Contact Person:	Donor Fax #:	
Donor Address (include City and Zip):	Donor Email:	
	Donor Website:	
Donor Signature (required):	Donation Date:	Please send me an invitation to the auction: <input type="checkbox"/>
Donated Item Information		Deadline: February 1, 2010
Detailed Catalog Item Description: <small>(Quantity, size, color, restrictions, and other information to ensure proper understanding of the donated item)</small>	Item Value (Fair Market):	Expiration Date:

Please Select All That Apply Below:

- | | | |
|---|--|--|
| <input type="checkbox"/> Tangible Item – Display At Auction | <input type="checkbox"/> Donor to Deliver to School | <input type="checkbox"/> Pick up by Solicitor |
| <input type="checkbox"/> Tangible Item – Do Not Display | <input type="checkbox"/> Donor to Provide Gift Certificate | <input type="checkbox"/> Auction Committee Provide Certificate |
| <input type="checkbox"/> Intangible Item | <input type="checkbox"/> Donor to Provide Promo Material | |

Please return top copy of this completed form and retain back copy for your records:

Richmond Montessori School
499 N. Parham Road
Henrico, VA 23229

Phone: (804) 741-0040

FAX: (804) 741-5341

Federal Tax ID: 54-0788167

Your donation may be tax-deductible. Please check with your tax advisor.

Please do not write below this line – for office use only

Item Label

Brief Item Name:		
Tracking #:	Catalog #:	Code/Category:
Package With:		