



## 2018 OLOH SCHOOL AUCTION: DONOR INFORMATION

Contact Name: \_\_\_\_\_  
 Company Name\*: \_\_\_\_\_  
 (\*As you would like it noted on the auction website, program, and listed during the event.)  
 Mailing Address: \_\_\_\_\_  
 City, State and Zip: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Website Address: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_

## 2018 OLOH SCHOOL AUCTION: DONATED ITEM DETAIL

ITEM NAME \_\_\_\_\_  
 Description of item (can also be emailed to [auction@ourladyofhope.net](mailto:auction@ourladyofhope.net).)  
 \_\_\_\_\_

Restrictions/Special Instructions (Information can also be emailed to [auction@ourladyofhope.net](mailto:auction@ourladyofhope.net).)  
 \_\_\_\_\_

Expiration date if applicable (Unless otherwise specified, item will be listed as expiring March 28, 2019.)  
 \_\_\_\_\_

Estimated Fair Market Value \$ \_\_\_\_\_

Include a *specific image of your item* on our auction website? Yes/No  
 (If *no*, our auction committee will provide one for your item. If *yes*, please send your image in JPEG format to [auction@ourladyofhope.net](mailto:auction@ourladyofhope.net).)

Include website link on auction website? Yes/No (If yes, please provide address for online catalog link.)  
 \_\_\_\_\_

**AUCTION DATE is April 14, 2018**

Status of Item or Certificate:

Tangible Item or Certificate (please circle one)

- Enclosed
- To be delivered. Please deliver to OLOH Catholic School (see address below) as soon as possible, **but no later than March 28, 2018** please. The sooner your item is received, the more time we have to advertise it to our potential attendees.
- To be picked up. Please provide date available and person to contact: \_\_\_\_\_
- I request that the Auction Committee create a certificate based on the information provided above.
- Donor will provide supporting materials to display at the auction.

Please complete form and return to: Our Lady of Hope School, 46633 Algonkian Parkway, Potomac Falls, Virginia 20165, (703) 433-6760, or email to [auction@ourladyofhope.net](mailto:auction@ourladyofhope.net). All proceeds benefit Our Lady of Hope Catholic School. Be sure to retain copy of the donor form for tax purposes. Thank you for your generous support!