



2019 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: _____

2019 OLOH SCHOOL AUCTION: DONATED ITEM DETAIL

ITEM NAME _____
Description of item (can also be emailed to auction@ourladyofhope.net.)

Restrictions/Special Instructions (Information can also be emailed to auction@ourladyofhope.net.)

Expiration date if applicable (Unless otherwise specified, item will be listed as expiring March 22, 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.)

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

AUCTION DATE is April 6, 2019

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 22, 2019** 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. 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!