

Los Angeles Chapter of ABOTA

2016 Silent Auction Donation Form for 12.14.16

Please use one form per item

Office Use only:

Item number: _____

CONTACT INFORMATION (Please print or type)

Donor Name: _____

Contact Name (If donor is a company): _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____

E-mail: _____

DONATED ITEM or CASH DONATION (checks made out to LA-ABOTA, Please print or type)

Name of Item Donated: _____

Cost or Value: _____

Description of Item: _____

SERVICE OR GIFT CERTIFICATE INFORMATION REQUIREMENTS

If you are donating a gift certificate for a service, please include the following information in the certificate or letter.

- 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 you or your company
 - Instructions on how to redeem item
 - Include any additional information such as a photo or description brochure as appropriate
 - Date of expiration
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Please give contact information and/or details for auction item retrieval:

Please email or fax completed form to Jen Gross - jen@caladmanagement.com or 916.924.7323.