*For Office Use Only*
Category _____
Item # _____
Bundled #_____
Data Entry_____

# DONATION INFORMATION

## Oak Spring Social Auction ~ March 27, 2010

☐ Business ☐ Current Oak Family ☐ Oak Alumni ☐ Other

Donor/Company Name: _____

Please print name(s) as you wish to be listed in the catalog: _____

Contact Person: _____ Phone: _____

Address: _____

Street Apt./Suite City State Zip

## DONATION – ITEM

Donation Item: (maximum 50 characters): _____

Estimated Item Value: _____

Please provide a description of donation item that can be printed in our catalog (maximum 500 characters – please note: description may be revised by Oak Auction Creative Writing Committee):

_____

_____

_____

_____

Special Conditions/Restrictions: _____

Expiration Date: _____

(Gift certificates should have expiration date after date of auction.)

Please mark one of the following for Item/Gift Certificate:

☐ Attached ☐ Arrange for Pick-up ☐ Will be sent by Feb. 28, 2010

☐ Contact us ☐ Please generate gift certificate

**Solicitor:**_____

**Signature of Donor:** _____ Date: _____

A signed receipt will be sent for your records. Tax ID#: 95-6207647. Thank you for your support.
Return to Oak Avenue School- Auction Committee 1501 Oak Avenue Los Altos, Ca 94024