



FOR AUCTION ADMIN ONLY
OLOH contact: _____
ID #: _____
Auction Type: _____
Catalog #: _____
Item received: _____
Storage location _____

 **DONOR INFORMATION**

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

 **DONATED ITEM DETAIL**

ITEM NAME \_\_\_\_\_  
 Description of item (can also be emailed to [OLOHauction2012@aol.com](mailto:OLOHauction2012@aol.com).)  
 \_\_\_\_\_

Restrictions/Special Instructions (Information can also be emailed to [OLOHauction2012@aol.com](mailto:OLOHauction2012@aol.com).)  
 \_\_\_\_\_

Expiration date if applicable (Unless otherwise specified, item will be listed as expiring April 28, 2013.) \_\_\_\_\_

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 [OLOHauction2012@aol.com](mailto:OLOHauction2012@aol.com).)

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

Status of Item or Certificate:  
 Tangible Item  
     \_\_\_ Enclosed  
     \_\_\_ To be delivered. Please deliver to OLOH Catholic School (see address below) as soon as possible. The sooner your item is received, the more time we have to advertise this item to our potential attendees. (The auction is scheduled for April 28, 2012.)  
     \_\_\_ To be picked up. Please provide date available and person to contact: \_\_\_\_\_

Certificate  
     \_\_\_ Enclosed  
     \_\_\_ To be delivered. Please deliver to OLOH Catholic School (see address below) as soon as possible. The sooner we have the certificate in hand, the more time we have to enter this item into our auction software and advertise it to potential attendees. (The auction is scheduled for April 28, 2012.)  
     \_\_\_ 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.  
     \_\_\_ Enclosed  
     \_\_\_ To be delivered. Please deliver to OLOH Catholic School (see address below) as soon as possible after submitting this completed form. (The auction is scheduled for April 28, 2012.)  
     \_\_\_ To be picked up. Please provide date available and person to contact: \_\_\_\_\_

Please complete form and return to: Our Lady of Hope School, (703) 433-6760, 46633 Algonkian Parkway, Potomac Falls, Virginia 20165 or email to [OLOHauction2012@aol.com](mailto:OLOHauction2012@aol.com). 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!