

Silent Auction Donation Form

Please fax completed form to (770) 417-1870 OR email to aisha@heroforchildren.org

USE ONE FORM FOR EACH ITEM DONATED

Office Use only:

Item number: _____

Bid Sheet Created: _____

CONTACT INFORMATION (Please print or type)

Donor Name/Company: _____

Contact Name (If donor is a company): _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____

E-mail: _____

Web site: _____

DONATED ITEM (Please print or type)

Name of Item Donated: _____

Manufacturer: _____ Model #: _____ Cost or Value: _____
(\$25 or higher)

*Complete Description of Item: _____

***If your item contains multiple services or products please detail in description.**

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

SHIPPING OPTIONS: (Check one)

- I, or a representative of my company, will bring the above listed item(s) to the Sycamore Grill or H.E.R.O. for Children, Inc. office. I will receive a written confirmation including details of when and where to turn in items at a later date.
- Our company will **ship** the above item(s) to H.E.R.O. for Children, Inc., Attn: Aisha Harris, 4497 South Old Peachtree Road, Norcross, GA 30071 **to arrive by July 1, 2010***.

*If after July 1, 2010, you must call Aisha Harris at the H.E.R.O. office (770) 417-1665 ext. 313 to make special arrangements to ship to the event site or hand deliver the item(s) to the Sycamore Grill.