

2011 NCAWA Silent Auction Donation Form
Please fax completed form to 866.530.4879 OR email to
webmaster@ncawa.org

Office Use only:

Item number: _____

USE ONE FORM FOR EACH ITEM DONATED

CONTACT INFORMATION (Please print or type)

Donor Name: _____

Contact Name (If donor is a company): _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____

E-mail: _____

Website: _____

DONATED ITEM (Please print or type)

Name of Item Donated: _____

Manufacturer: _____ Model #: _____ Cost or Value: _____

*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 Annual Conference and deliver it to the conference registration desk. I will receive a written confirmation including details of when and where to turn in items at a later date.
- I, or a representative of my company, will **ship** the above item(s) to the NCAWA **to arrive by September 1, 2011***. I will receive a written confirmation including details of where to ship the items at a later date.

***If after September 1, 2011, you must call Lesley Albritton at 252-758-0113 to make special arrangements to ship to the meeting site or hand carry the item(s) to the Annual Conference.**