



# Silent Auction Donor Form

Donated By: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Company website: \_\_\_\_\_

Description of donated item (will be used in Silent Auction catalog): \_\_\_\_\_

\_\_\_\_\_

Fair Market Value: \_\_\_\_\_

Any restrictions for this item? (minimum starting bid, expiration date, etc.): \_\_\_\_\_

\_\_\_\_\_

- Item enclosed (If you are donating a certificate, please include a brochure or flyer describing your company or services. This will be displayed at the auction and attract more bidders to your item, giving you more recognition and publicity for having donated!)
- Item will be mailed or delivered by this date: \_\_\_\_\_
- Arrangements need to be made to pickup my item: \_\_\_\_\_

How did you hear about this event? \_\_\_\_\_

Authorized signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please send this completed form by October 5, 2018 to:

SCAN of Northern Virginia  
ATTN: Toast to Hope Auction  
205 S. Whiting St. Ste. 205  
Alexandria, VA 22304

OR email to [snemeth@scanva.org](mailto:snemeth@scanva.org).

For more information, email Sam at [snemeth@scanva.org](mailto:snemeth@scanva.org) or call at 703.820.9001 ext 103.  
After we receive your form, we will send you a confirmation letter with further details.

[www.scanva.org/auction](http://www.scanva.org/auction)

All proceeds will benefit the programs and services of SCAN of Northern Virginia. Tax ID #54-1473693.