

For Office Use Only: Received: _____ Date: _____ Item # _____



2018 Online & Silent Auction DONATION FORM

**Important: Please send this form
to FSAE prior to the auction; DEADLINE 5/15/18**

DONOR INFORMATION

PLEASE PRINT CLEARLY

Donor /Company Name:	Item Category:
Donor Address:	Contact Person (if different from donor):
City: _____ State: _____ Zip: _____	
Phone Number: () _____	Email: _____

ITEM INFORMATION

Please complete a separate form for each item donated; fill in all of the boxes below on each form.

ITEM NAME (As you would like it to appear):

Detailed Description of item (will be used to describe your item. Please attach a separate page if you need more room) Please include departure location and duration of stay for cruises or city for restaurants & hotels. Attach marketing brochure, if available.

IMPORTANT: Must List ALL Restrictions (if applicable) Please provide a COPY of the actual certificate:

Expiration Date: (Expiration date must be 8/1/19 or later if it's a certificate)

Market Value: \$

Suggested Starting Bid Amount (lowest bid usually starts at 1/3 of Market Value): \$

SHIPPING AND DELIVERY INFORMATION

Please check the box below that applies to you.

- I will **hand deliver** my donation **prior to May 15, 2018** to the FSAE Office, Attn: FSAE Auction, 2410 Mahan Dr., Ste. 2, Tallahassee, FL 32308.
- I will **mail** my donation **prior to May 15, 2018** to the FSAE Office, Attn: FSAE Auction, 2410 Mahan Dr., Ste. 2, Tallahassee, FL 32308.
- For cash donations and other circumstances, please describe: _____

IMPORTANT: Please return this Form AND a Copy of the Certificate (if applicable) to:
Hester Ndoja, FSAE Auction, 2410 Mahan Dr., Suite 2, Tallahassee, FL 32308 or fax to Hester at (850) 222-6350

Online Auction: June 1-8, 2018, www.fsae.org/silentauction
Silent Auction: July 11-13, 2018, at the FSAE Annual Conference, Fort Lauderdale Marriott Harbor Beach Resort & Spa, FL
FSAE Foundation FED ID: 59-2485277

If you have questions or require additional information, please call Hester at (850) 702-0944 or email hester@fsae.org.

Who solicited this donation: _____

DEADLINE TO DONATE: 5/15/18 Please return a copy of this form with your donation.