

# Friends Community School Auction

## Donor Information

Donor or Company Name (as it should appear in the catalog):

Donor Contact Person (not listed in the catalog):

Donor Address (include City and Zip):

Donor Phone #:

Donor Email:

Donor(s) Digital Signature:

Donor Fax #:

Donation Date:

## Donated Item Information

Detailed Catalog Item Description (Quantity, Size, Color, Restrictions, and Other Information to ensure proper understanding of the donated item):

Item Value: (Fair Market Value)

\$ \_\_\_\_\_

Expiration Date:

\_\_\_\_\_

Storage  
Location:

Tangible Item -Displayed at Auction

Delivery by Donor

Pick Up by Auction Representative

-Not Displayed at Auction

Donor to Provide Gift Certificate

Auction Committee Provide Certificate

Intangible Item

Donor to Provide Promo Material

Matching Funds

**For Office Use Only**

### Item Label

**For Office Use Only**

Brief Item Name:

Donor's Name(s) as it should appear in the catalog

Donor Phone:

Tracking  
Number:

Catalog  
Number:

Code/  
Category

Package With:

Storage Location:

**Please return  
form to:**

FCS Office

or

Email to

[auction@friendscommunityschool.org](mailto:auction@friendscommunityschool.org)

**Friends Community School**  
**5901 Westchester Park Drive**  
**College Park, MD 20740**  
**(301) 441-2100 • Fax: (301) 441-2105**

**Fed Tax ID**  
**52-2102196**

Your Donation may be  
Tax Deductible. Check  
with your Tax Advisor.