



Catalog Number	  <p style="margin-top: 10px;">Catalog Deadline— _____</p>	Tracking Number
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Donor Information

Donor or company name (as it should appear in the catalog):			Donor contact person (not listed in catalog):		
Donor mailing address:			City, state, zip		
Donor phone #:	Donor fax #:	Alternate phone #:	Donor email:		
Donor signature (required):			Date:	Please send me an invitation: <input type="checkbox"/>	

Donated Item Information

Expiration Date:	Item value (required): (fair market value):	Item's catalog name:
Detailed description of donated item: (quantity, size, color, restrictions, or other information to ensure proper understanding of donated item)		

Restrictions:	Cash donation \$ _____	Employer match form: <input type="checkbox"/>
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<input type="checkbox"/> Tangible item—displayed at auction <input type="checkbox"/> Tangible item—not displayed at auction <input type="checkbox"/> Intangible	Delivery date: _____ Pick-up date: _____	<input type="checkbox"/> Donor to provide promo material <input type="checkbox"/> Donor to provide gift certificate <input type="checkbox"/> Auction committee to provide gift certificate
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Auction representative	Tel.#/email:				
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(FOR OFFICE USE)	Storage location:	Entry date:	Thanked date:	Certificate made date:
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Copy distribution: Office (white) Inventory (yellow) Donor Receipt (pink)	Martha & Mary Lutheran Services 19160 Front Street NE, PO Box 127, Poulsbo, WA 98370-0127 TEL: 360-779-7500 FAX: 360-779-8400	Federal Tax ID: 91-0567265 Your donation may be tax deductible. Check with your tax advisor.
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