



Faith Lutheran School Auction Donation Form

Please email completed form to acrawford@flsplano.org

USE ONE FORM FOR EACH ITEM DONATED

CONTACT INFORMATION (Please print or type)

Office Use only:

Item number: _____

Solicited by: _____

Donor Name: _____

Contact Name (If donor is a company): _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____

E-mail: _____

Web site: _____

DONATED ITEM (Please print or type)

Name of Item Donated: _____

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 in the certificate or letter.

- **Name of product or service and 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**

DONATION DELIVERY OPTIONS: (Check one)

- I, or a representative of my company, will bring the above listed item(s) to Faith Lutheran School.
- Our company will **ship** the above item(s) to the Faith Lutheran School / Auction 1701 E. Park Blvd., Plano, TX 75074, **to arrive by January 7, 2022***.
- We request that a representative of Faith Lutheran School will pick up the item(s) listed.

***If after January 7, 2022, you must call Amy Crawford at Faith Lutheran School at 214.728.0273 to make special arrangements to ship to the school or hand carry the item(s) to the event.**