

2019 Roxborough Community Auction

Donation Form

Proceeds benefit the Roxborough PTIC

Please have this form accompany your donation. Mail or email to:

Roxborough Primary/Intermediate School

Attn: PTIC Auction Committee

8000 Village Circle West

Littleton, CO 80125

roxpticauction@gmail.com

Tax Deductible 501C3 #84-1165175

Donation Deadline: April 6, 2019

USE ONE FORM FOR EACH ITEM DONATED

CONTACT INFORMATION (Please print or type)

Donor Name: _____

Contact Name (If different from donor name): _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____

E-mail: _____

Web site: _____

DONATED ITEM (Please print or type)

Name of Item Donated: _____

Manufacturer: _____ Model #: _____ Cost or Value: _____

*Complete Description of Item: _____

*If your item contains multiple services or products please list details in description.

SERVICE OR GIFT CERTIFICATE INFORMATION REQUIREMENTS

If you are donating a gift certificate for a service, please include the following information in the certificate or letter.

- Name of product or service
- 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

DELIVERY OPTIONS: (Check one)

Donation Enclosed

Donation to be Delivered

Donation to be Picked Up

*Once your item has been received, you will receive a confirmation via email

Questions? Email us at roxpticauction@gmail.com