

NCO AUCTION

INSTRUCTIONS FOR FILLING OUT RETAILERS FORM

*This form is crucial to the success of the auction
so please take the time to fill it out carefully.*

The **amount of the donation** is the retail value of the item or certificate.

It is critical to get the **complete name and address of the donor** in order that we can display their name with the item as well as mailing out thank you letters after the auction.

The item should be listed with a **complete description** {brand, size colour, etc.}

It is very helpful to know if the donation is a **certificate** or not when setting up the silent auction.

Other important information could be for example conditions on certificates, for example:

- must be used before a certain date
- whether item can be exchanged for a different size or color, etc.

Give the **upper half of the form** back to the donor/retailer for their records.

Keep the **lower half of the form** with the donated item.

Keep the Auction Coordinator up to date with auction items collected by emailing your list of items on a regular basis. This will enable us to include as many items listed, as early as possible, in our Auction catalogue.

Thanks for your help ...