



Auction Item Donation Form

Please reply no later than May 1, 2017

Online Auction OPENS May 15, 2017

Donor Information (This information does **not** appear in the online auction catalog.)

Business Name:	Contact Person:
Address:	Phone:
	Email:

- Item(s) or gift certificate enclosed with this form.
- Contact me to arrange for pick up.
- I will ___ mail the item or ___ drop it off at Brown School by May 1. Unfortunately, we cannot guarantee inclusion in our online auction for items received after this date.

Online Auction Catalog Information (This information **does** appear in the online auction catalog.)

Donor Name. Your name or business name as you would like it to appear in the online catalog.	
Item Name. A short descriptive title. This name will be displayed as the item title when a user is browsing the online catalog.	
Description. Please provide a detailed description of the item. <u>Include all the information a bidder would need to know</u> , such as: features, dimensions, manufacturer, shipping considerations, extra fees, or expiration date.	
Of Special Note. Please provide any special instructions, limitations, restrictions or notes related to the item.	
Estimated Value. List the retail value of the item or the fair market price.	
URL and Logo (optional). URL for your business website. Email your logo (.jpg or .gif at 300x300 pixels) to evitale@brownschool.org .	
Photo. If you have a photo, please email it (.jpg or .gif at 300x300 pixels) to office@brownschool.org . Photos are extremely helpful in generating bids on items!	

Please return this form in the enclosed envelope or mail to Brown School, 150 Corlaer Avenue, Schenectady, NY 12304.

Questions? Call 518-370-0366 or email evitale@brownschool.org.



Thank you for supporting Brown School!