

AUCTION ACQUISITION FORM
PLEASE RETURN BY FEBRUARY 28TH

DONATED ITEM: _____

IS THIS ITEM (CHECK ONE): New _____ Antique _____ Year _____

_____ **The Auction Committee will reserve the right to combine your item with other items or offer your item as a prize unless you check here.**

PLEASE PROVIDE A DETAILED DESCRIPTION of the item. We rely on this information to generate excitement for your item in the Auction catalogue. Include any restrictions placed on your donation, such as available dates. Unless noted, the donor will provide services within a 25-mile radius of Middleburg and within one year of the Auction. Thank you!

_____ **If this is a repeat item, please check here to use last year's description.**

DONOR'S VALUE OF ITEM: \$ _____ **PLEASE** provide an accurate estimate of your donated item's value. This important information ensures placement in the appropriate Auction category.

DONOR'S NAME _____ **TELEPHONE NUMBER** _____

ADDRESS _____

E-MAIL ADDRESS _____

EXACTLY HOW SHOULD DONOR BE CREDITED IN THE CATALOGUE?

_____ **Do you have any materials you would like to provide for display?**

IN LIEU OF AN ITEM, I would like to make a contribution to the Auction. I have enclosed a check in the amount of \$ _____. Please make checks payable to The Hill School Auction.

DELIVERY OF DONATED ITEMS to the school may begin immediately. Early deliveries are encouraged and appreciated! Items, marked with donor's name, may be left at the school office. Questions? Please call the auction office at (540) 687-5897. Thank you.

The Hill School Auction office is solely responsible for all coordination between the donor and the successful bidder regarding purchased auction items.

FOR OFFICE USE ONLY:

Silent: _____ Board: _____ Live: _____ Thank You Mailed: _____