



AUCTION ACQUISITION FORM  
PLEASE RETURN BY MARCH 10<sup>TH</sup>

DONATED ITEM: \_\_\_\_\_

PLEASE PROVIDE A DETAILED DESCRIPTION of the item AND A PHOTO. We rely on this information to generate excitement for your item. 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. Please attach a separate page for your description if necessary. 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.

DONOR'S NAME \_\_\_\_\_ TELEPHONE NUMBER \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

HOW WOULD YOU LIKE YOUR NAME(S) TO BE LISTED IN THE CATALOG?

\_\_\_\_\_ Do you have any materials you would like to provide for display?

DELIVERY OF DONATED ITEMS to the school may begin immediately. *Please, all items or a picture of the item should be delivered to the Auction Office by March 31<sup>st</sup>. Please call the office with any questions.*

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.

*The Auction Committee will reserve the right to combine your item with other items, offer your item as a prize, offer your item in an on-line Auction, or donate your item to another charitable organization if we are unable to use it. If you have any questions regarding this policy, please call Chris Johnson at (540) 687-5897.*

Final placement of donated items will be determined by The Hill School Auction Office. The Hill School Auction Office is solely responsible for all coordination between the donor and the successful bidder regarding purchased auction items. Services, homes, trips, parties and other similar items are non-transferable and must be used within one year of the Auction unless otherwise specified.

THE HILL SCHOOL AUCTION

130 SOUTH MADISON STREET • PO BOX 65 • MIDDLEBURG, VA 20118-0065  
Telephone (540) 687-5897 • Facsimile (540) 687-3132 • www.thehillschool.org