



Richmond Audubon Society

Tax ID# 54-1030304

Auction – Donation Form

Attach a copy to the item being donated



A. Donor Information:

Name: _____ Title: _____

Company: _____

Address: _____

City, State, ZIP: _____

Phone(s): (_____) _____ or (_____) _____

E-mail address: _____

Website: _____

B. Item(s): One item per form unless items are identical:

Provide an approximate value for each item: \$ _____

Detailed description of donation:

(Include brochures, pictures, and/or web link if available. Use additional pages if needed)

Any special conditions or expiration dates:

Contact: If Audubon needs more information, contact same as above or:

Name: _____ Phone: _____

C. Delivery:

Item(s) Enclosed: _____

Gift Certificate Enclosed: _____

Create a Gift Certificate for this donation:

Was dropped off on ____ / ____ / ____

Will be dropped off on ____ / ____ / ____

Needs to be picked up after ____ / ____ / ____

At (location) _____

Special arrangements (Name and phone)

D. Donor Signature: _____

E. Audubon member who arranged for the donation:

Name: _____ Phone: _____

Date received: ____ / ____ / ____ Tracking # _____

Questions: Visit www.richmondaudubon/contact.html