

Greater Belleville Chamber of Commerce

Silent Auction Donation Form

Please fax completed form to (618) 233-2077 or email to
pschifferdecker@bellevillechamber.org

Office Use only:

Item number: _____

USE ONE FORM FOR EACH ITEM DONATED

CONTACT INFORMATION (Please print or type)

Company Name: _____

Contact Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____

E-mail: _____

Web site: _____

DONATED ITEM (Please print or type)

Name of Item Donated: _____

Cost or Value: _____

*Complete Description of Item: _____

***If your item contains multiple services or products please detail in description.**

SERVICE OR GIFT CERTIFICATE INFORMATION REQUIREMENTS

If you are donating a gift certificate for a service, please include the following information in the certificate or letter.

- **Name of product or service**
- **Description of what is included and what is excluded**
- **Name of person to contact for further information**
- **Name, address and full contact information for you or your company**
- **Instructions on how to redeem item**
- **Include any additional information such as a photo or description brochure as appropriate**
- **Date of expiration**

DELIVERY OPTIONS: (Check one)

- I will bring the above listed item(s) to the Chamber office by **January 16th**
- I would like to arrange to have someone from the Chamber pick-up the item(s).

Thank you again for your generous donation and for supporting the Greater Belleville Chamber of Commerce!