

# 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 **March 25, 2022**.

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!***