



Laudate Singers

Silent Auction Procurement Form
 Auction Date: October 24, 2017

Donor Information	
Donor or Company Name	
Donor Contact Person	
Donor Address	
Donor Phone #	Donor Fax #
Donor Email	

Donated Item Information	
Brief Description of Donation	
Detailed Description (Please specify color, size, quantity, number of people, restrictions, etc)	
Fair Market Value (<i>important – please estimate</i>)	
Minimum Bid	
<input type="checkbox"/> Tangible Item – Display at Auction	<input type="checkbox"/> Delivery by Donor
<input type="checkbox"/> Tangible Item – Not Displayed at Auction	<input type="checkbox"/> Donor to Provide Promo Material
<input type="checkbox"/> Intangible Item	<input type="checkbox"/> Donor to Provide Gift Certificate
<input type="checkbox"/> To be Picked up	<input type="checkbox"/> Auction Committee to Provide Gift Certificate

Donor Signature	Date
Auction Representative	Telephone
2 sets of promotional materials may be provided. One will be on display with the item. The other will be presented to the recipient together with the item.	
** Please contact Yvanna Mycyk at info@laudatesingers.com if you have any questions.**	
Please mail, fax or scan/email this form to: 269 West Osborne Road North Vancouver, BC V7N 2R2 Phone: 604-729-6814 Fax 604-980-9914 Email: info@laudatesingers.com	
THANK YOU FOR YOUR GENEROSITY!	



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Silent Auction Tax Receipt Policy

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RECEIPTS WILL BE GIVEN FOR THE AMOUNT THAT THE ITEM SELLS FOR AT THE AUCTION.

EXCEPT FOR:

BUSINESS INVENTORY	You will receive a deduction for the value of the goods donated as a business expense and therefore a tax receipt is unnecessary
SERVICE (personal vacation property, lessons, travel, meals, professional services)	We are not permitted to provide tax receipts for gifts of services. However, if you donate cash equal to the market value of your services, Laudate can purchase the service from you for the same value. A tax receipt for your donation would be available.

FOR OFFICE USE ONLY

	Date sent	Initials
Promo		
Tax receipt		
T/Y Letter		

If you wish further information or clarification, please contact:
Laudate Singers 604-729-6814 or info@laudatesingers.com