



Laudate Singers

Silent Auction Procurement Form
Auction Date: October 27, 2018

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

*Required Fields

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"/> To be Picked up <input type="checkbox"/> Tangible Item – Not Displayed at Auction <input type="checkbox"/> Donor to Provide Promo Material <input type="checkbox"/> Auction Committee to Provide Gift Certificate <input type="checkbox"/> Intangible Item <input type="checkbox"/> Donor 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

Auction Date: October 27, 2018

TAX RECEIPTS WILL BE GIVEN FOR THE FAIR MARKET VALUE OF THE ITEM.

EXCEPT FOR:

SERVICES: (personal vacation property, lessons, travel, meals, professional services): We are not permitted to provide tax receipts for gifts of services.

BUSINESSES: A receipt will only be provided if requested. Please indicate here:

<input type="checkbox"/>	Yes, our business requests a receipt.
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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