



# Laudate Singers

Silent Auction Procurement Form

Auction Date: October 26, 2019

## Donor Information

Donor or Company Name\*

Donor Contact Person\*

Donor Address \*

Donor Phone #

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 (*important – please estimate*)

Minimum Bid (Optional)

- |   |  |  |
|---|--|--|
| <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](mailto: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](mailto:info@laudatesingers.com)

THANK YOU FOR YOUR GENEROSITY!



# Laudate Singers

Silent Auction Tax Receipt Policy

Auction Date: October 26, 2019

## 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](mailto:info@laudatesingers.com)