



# BENEFIT AUCTION

## WASHINGTON EPISCOPAL SCHOOL

February 29, 2020

www.w-e-s.org/auction

# DONATION FORM

**DEADLINE: Jan.17, 2020**

Donor/Organization (as it should appear in the catalog):		<input type="checkbox"/> Parent	<input type="checkbox"/> Business	<input type="checkbox"/> Alumni
		<input type="checkbox"/> Faculty	<input type="checkbox"/> Friend	
Contact Person: <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Dr.		Phone:		
Address:		Fax:		
City:	State:	Zip:		
Email:	Website:			
Donor's Signature:		Date:		
<b>DONATION INFORMATION</b>				
Description of Item: <i>Be specific and descriptive: include information about color, size, material, location, manufacturer, artist, as this is the information used to generate a description in the Auction catalog. Include any brochures, photographs, or other descriptive materials that will help promote your donation.</i>				
<b>ESTIMATED VALUE (a good faith estimate of the value of goods or services): \$</b>				
EXPIRATION DATE: <input type="checkbox"/> 2/28/21 or <input type="checkbox"/> ____/____/____ (month/day/year)				
SPECIAL INSTRUCTIONS OR RESTRICTIONS:				
<b>ITEM DELIVERY</b>				
<input type="checkbox"/> Donation is attached <input type="checkbox"/> Use donation form as gift certificate. <input type="checkbox"/> I will deliver my donation to WES no later than Friday, January 24, 2020 <input type="checkbox"/> WES volunteer to pick up on _____.				
<i>Individual items may be packaged with other items at the discretion of the Auction Committee.            Donations received after January 17, 2020 may or may not be included in this year's Auction.</i>				
I would like to make a tax-deductible donation to benefit the Washington Episcopal School Auction.				
<input type="checkbox"/> My gift of \$_____ is enclosed. (Please make checks payable to WES.) <input type="checkbox"/> Please charge my gift of \$ _____ to my (circle one) VISA    MasterCard    American Express Card Number: _____ Expiration Date: _____ CSV: _____ Name on Card: _____ Billing address (if different from above): _____				

Please mail or fax this form to the school address listed below and retain a copy for your records. 8/21/19

### WE ARE GRATEFUL FOR YOUR SUPPORT!

Washington Episcopal School is a 501(c)3 non-profit organization.  
 Donations are tax-deductible to the fullest extent of the law. Tax ID #52-1453297

**Questions?** Contact Amy Ruberl in the Development Office at 301-652-7878, ext. 214 or aruberl@w-e-s.org.

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