



BELLEVUE BOTANICAL GARDEN

Bellevue Botanical Garden Society

PO Box 40536
Bellevue WA 98015-4536
425.451.3755

auction@bellevuebotanical.org

This year's event: _____
Procurement deadline: _____

Dinner and Auction

Your contribution helps the garden grow!

DONOR

Donor or company name as it should appear in the catalog _____
 Contact name (if different from above) _____
 Address _____ City _____ Zip _____
 Phone (____) _____ Fax (____) _____ Email _____
 Donor signature _____ Title _____ Date _____

ITEM

Item Name _____
 Donor's Estimate of Retail Value \$ _____ (REQUIRED!)
 Item description (Please specify quantity, color, size, number of people, dates available, exchangeable, etc.)

 _____ More room available on back.
 Item restrictions (Expiration date other than the standard one year from the auction date? Blackout dates?)

Please check: <input type="checkbox"/> Tangible Item <input type="checkbox"/> Certificate <input type="checkbox"/> Both	For certificate item please check: <input type="checkbox"/> Certificate is attached OR <input type="checkbox"/> BBGS should create certificate using donor contact information.
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DELIVERY

Item accompanies this form.
OR
 _____ will deliver item on _____
 (Name) (Date)
 Call 425.451.3755 for special arrangements.

Display area required for item at auction:
 _____ inches by _____ inches
 Donor will provide promotional materials.
 Please note that display materials cannot be returned.

Other ways to submit a donation: Fax to 425.635.0791 or
online at www.bellevuebotanical.org/auction/procurementform.htm

Solicitor _____ Phone _____ Date _____

The Bellevue Botanical Garden Society is a 501(c)(3) non-profit organization. Tax ID# 91-1333659
 Donated items are tax-deductable to the extent allowed by law.
 Pink Copy - Donor, White and Yellow Copies - Bellevue Botanical Garden Society

For Office Use Only	Venue _____
Tracking # _____	Entry Date _____
Initials _____	TY _____