



916 Navarre Ave., New Orleans, LA 70124  
 (504) 483-8487 • Fax (504) 483-8491  
 email: auction@wyes.org

Is Donor Anonymous: Yes  No

ITEM NUMBER

**A. TO BE COMPLETED BY DONOR** (please fill out ALL applicable information completely)

1. Donor \_\_\_\_\_ Contact Person \_\_\_\_\_  
 Street / PO Box Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 DONOR SIGNATURE: \_\_\_\_\_ Date \_\_\_\_\_  
 GO-GETTER SIGNATURE: \_\_\_\_\_ Date \_\_\_\_\_

**2. I AM DONATING THE FOLLOWING:**

Merchandise  Gift Certificate  Service Donation  Cash  Underwriting  
 Item Donated: \_\_\_\_\_ Quantity \_\_\_\_\_  
 Size \_\_\_\_\_ Color \_\_\_\_\_ **TOTAL DONATION VALUE \$** \_\_\_\_\_ .00

**3. HELP US SELL YOUR ITEM!** Please DESCRIBE, but be CONCISE & ACCURATE – For several items, give individual item values.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

LIST ALL RESTRICTIONS / LIMITATIONS \_\_\_\_\_  
 \_\_\_\_\_

IS ITEM EXCHANGEABLE:  YES  NO G.C. EXPIRATION DATE \_\_\_\_\_

**4. VISUAL / SAMPLE PROVIDED:**

YES  NO (Please email digital images (300 dpi jpeg) to [producer@wyes.org](mailto:producer@wyes.org))

**B. TO BE COMPLETED BY PROCESSING:**

1. ITEM CLASS **T MG DE**

2. ITEM MEDIA 1.  Merch 2.  G.C. 3.  GC/Visual 4.  GC/Sample 5.  GC/Merch

LOCATION \_\_\_\_\_ DONOR VALUE \$ \_\_\_\_\_ .00

ITEM NUMBER