

# PROCUREMENT FORM

Unity Church of Edgewood Annual Fall Auction  
November 21, 2009

2908 Meridian E, Suite 101 Edgewood, WA 98371

Telephone: 253-446-1000 www.unityedgewood.org unityinedgewood@comcast.net

Thank you for donating an item for our auction! Please complete everything above the dotted line. Remember that the quality and quantity of detail you provide on this form will directly affect the success of its sale; so **be thorough in your description** (the more people know about the item, the more they'll want to purchase it). *If you have questions regarding how to fill out the form or what information to include, please contact Cindy McDonnell or anyone on the Auction Committee.*

**Please return the completed form to the church with the item or contact:**

Cindy McDonnell  
1008 – 37<sup>th</sup> St SE, Unit B, Auburn 98002  
Cell: 253-208-1879  
Cindylouwho66@hotmail.com

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Procured by: \_\_\_\_\_ THANK YOU!!!

What is the item? (For the catalog) \_\_\_\_\_  
*(ONLY ONE BID ITEM PER FORM, PLEASE!)*

Please describe the item ***in detail***. This description will be used in the catalog. (e.g., size, model, location, contents, materials used, year made, new or used, etc.): *Feel free to use the back of this form if you need more room.*

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TRUE MARKET VALUE (Required!): \$ \_\_\_\_\_ estimated? Y/N

SPECIAL CONSIDERATIONS (time-of-use restrictions, size of party, other limitations, etc.):

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Donor/Business Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Donor/Business Mailing Address: \_\_\_\_\_

Donor/Business Phone Number: \_\_\_\_\_

Donor/Business E-mail Address: \_\_\_\_\_

Address Thank You Note to: \_\_\_\_\_

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**FOR PROCESSING ONLY (DO NOT COMPLETE):**

Item received/stored at (location): \_\_\_\_\_

Item to be delivered on (date): \_\_\_\_\_

CONTROL NUMBER: \_\_\_\_\_ CATALOG #: \_\_\_\_\_ Live Silent Raffle