

## Texas Folk Music Foundation Silent Auction Donation Form – 2011

### USE ONE FORM FOR EACH SEPARATE ITEM DONATED

*Office Use only:*

Item number: \_\_\_\_\_

### **CONTACT INFORMATION (Please print or type)**

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Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Web site: \_\_\_\_\_

### **DONATED ITEM (Please print or type)**

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Name of Item Donated: \_\_\_\_\_

Manufacturer: \_\_\_\_\_ Model #: \_\_\_\_\_ Cost or Value: \_\_\_\_\_

Complete Description of Item \*: \_\_\_\_\_

*\* If your item contains multiple services or products, please detail in description.*

### **SERVICE OR GIFT CERTIFICATE INFORMATION REQUIREMENTS**

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If you are donating a gift certificate for a service, please include the following information in the certificate letter:

- **Name of product or service**
- **Description of what is included and what is excluded**
- **Name of person to contact for further information**
- **Name, address and full contact information of your company**
- **Instructions on how to redeem item**
- **Include any additional information such as a photo or description brochure as appropriate**
- **Date of expiration**

### **SHIPPING OPTIONS: (Check one)**

- A Texas Folk Music Foundation volunteer will bring the above listed item(s) to the Kerrville Folk Festival and turn in at the Silent Auction Booth.
- I, or a representative of my company, will bring the above listed item(s) to the Kerrville Folk Festival and turn in at the Silent Auction Booth. I will receive a written confirmation including details of when and where to turn in items at a later date.
- Our company will **ship** the above item(s) to the T F M F Silent Auction c/o Kerrville Folk Festival, 3876 Median Hwy, Kerrville, TX 78028, **to arrive by May 25, 2011. If after May 25, 2011, you must hand carry the item (s) to the Kerrville Folk Festival or call a TFMF Board Member to make special shipping arrangements (Theresa Tod 512-328-6860/512-894-4119; or Jon Charles 512-525-9037 or 254-699-5808 Ext. 103).**