

ANNUAL EQUALITY GALA SILENT AUCTION DONATION FORM

⊖ CONTACT INFORMATION (Please print or type)

Company Name: _____

Contact Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____ - _____

Phone: _____ Fax: _____

E-mail: _____ Web site: _____

⊖ DONATED ITEM (Please Print or Type)

Name of Item Donated: _____

Manufacturer: _____ Model #: _____ Cost/Value: _____

- Complete Description of Item:

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

⊖ SERVICE OR GIFT CERTIFICATE INFORMATION REQUIREMENTS

If donating a gift certificate, please include the following information on the certificate or in a letter.

- Name of product or service
- List of gift inclusions and exclusions
- Name, address and full contact information of company
- Name of contact person for further information
- Instructions on how to redeem gift
- Include any additional information such as a photo or brochure, as appropriate
- Expiration date of certificate

⊖ SHIPPING OPTIONS

- The Silent Auction gift listed above will be **delivered** to Quad County Urban League's Main Office located at 808 E. Galena Blvd., Suite B in Aurora, Illinois.
- The Silent Auction gift listed above will be **shipped** to Quad County Urban League's Main Office located at 808 E. Galena Blvd., Suite B in Aurora, Illinois 60505 to arrive by September 15, 2006.

** After September 15, 2006 call the Quad County Urban League Office at (630) 851-2203 to make delivery arrangements.

Please mail to:
Quad County Urban League
Equality Gala Committee
808 E. Galena Blvd.—Suite B
Aurora, Illinois 60505
Telephone: 630-851-2203 Fax: 630-851-2703