

For Office Use Only: Received: _____ Date: _____ Item # _____



FLORIDA
**COURT CLERKS &
COMPTROLLERS**

**2017 SILENT AUCTION
DONATION FORM**
SUBMISSION DEADLINE 5/15/17

DONOR INFORMATION

PLEASE PRINT CLEARLY

Donor /Company Name:	Item Category:
Donor Address:	Contact Person (if different from donor):
City: _____ State: _____ Zip: _____	
Phone Number: () _____	Email: _____

ITEM INFORMATION

Please complete a separate form for each item donated; fill in all of the boxes below on each form.

ITEM NAME (As you would like it to appear):

Detailed Description of item (will be used to describe your item. Please attach a separate page if you need more room) Please include departure location and duration of stay for cruises or city for restaurants & hotels. Attach marketing brochure, if available.

IMPORTANT: Must List ALL Restrictions (if applicable) Please provide the actual certificate:

Expiration Date: (Expiration date must be 8/1/18 or later if it's a certificate)

Market Value: \$

Suggested Starting Bid Amount (lowest bid usually starts at 1/3 of Market Value): \$

SHIPPING AND DELIVERY INFORMATION- Please check applicable box

- I will **hand deliver** my donation **prior to May 15, 2017** to FCCC, Attn. Conference Auction, 3544 Maclay Blvd. S, Tallahassee, FL 32312.
 - I will **mail** my donation **prior to May 15, 2017** to the FCCC, Attn. Conference Auction, 3544 Maclay Blvd. S, Tallahassee, FL 32312.
 - For cash donations and other circumstances, please describe: _____
- IMPORTANT: Please return this Form AND a Copy of the Certificate (if applicable) to:**
FCCC, Attn. Conference Auction, 3544 Maclay Blvd. S, Tallahassee, FL 32312.

If you have questions or require additional information, please call Kay Dubois Carson (850) 577-4607 or email kcarson@flclerks.com.

DEADLINE TO DONATE: 5/15/17
Please return a copy of this form with your donation.