



## Silent Auction Donation Form

Thank you for your donation to the  
**CEED Annual Award Celebration  
Silent Auction.**

You will receive a letter acknowledging your donation to be used for tax purposes. Please complete this form and submit it along with the item you are donating and /or brochures, visuals, promotional materials, business cards and certificates to be included in the auction display. All auction items and donors will be listed in the auction catalog that will be available on the CEED Website at [www.miceed.org](http://www.miceed.org)

To ensure the silent auction achieves its goal, we are featuring items of a value of \$100.00 or more; however all items are appreciated. Unless specifically requested otherwise by the donor, we may package some items.

**Please send or deliver items**  
by \_\_\_\_\_

to  
CEED

Attn: Silent Auction  
2002 Hogback Road, Ste 17  
Ann Arbor MI 48105

For questions or to arrange delivery or pick-up of your item, please contact Le'Cathy Burston at (734) 677-1400 or via Email: [lburston@miceed.org](mailto:lburston@miceed.org)

## CEED Annual Meeting & Award Celebration

Submit this form online or fax to (734) 677-1465

**Company/Organization:** \_\_\_\_\_

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

**Phone Number:** \_\_\_\_\_

**Email:** \_\_\_\_\_

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

**City, State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Donation Suggestions** - Autographed Items, Collectibles, Paintings, Objects of Art, Jewelry, Event Tickets, Gift Certificates, Travel Trips Sports Memorabilia, Gift Baskets, Golf Outings.

Briefly describe the item you are providing for the Silent Auction in the space below. Include dimensions, color, type of materials and any other information or restrictions that may help to describe the item(s) in the catalog accurately. Gift certificate donors please include the following information in the certificate or letter of certification, and please date the certificate valid for at least one year from the date of the event.

1. Contact person,
2. Instructions how to redeem item,
3. Expiration date
4. Photo or brochure,
5. Details in exclusions and inclusions

**Item:** \_\_\_\_\_

**Actual Value:** \_\_\_\_\_

**Restrictions:** \_\_\_\_\_

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

- Our Company will send or deliver the above item.**
- Special arrangements are needed to receive the item**
- Please contact the company contact person**