



Action Auction  
 1223 Central Parkway  
 Cincinnati, OH 45214  
 Phone: (513) 345-6530  
 Fax: (513) 345-6540  
 Email: actionauction@cetconnect.org

**April 20 - 25, 2020**

**LOT NO:** \_\_\_\_\_

**Office Use Only**  
 DONOR ID: \_\_\_\_\_  
 LOCATION: \_\_\_\_\_ PRIORITY: \_\_\_\_\_  
 ITEM NO: \_\_\_\_\_ CATEGORY: \_\_\_\_\_ **EB**  
 RECORDED: \_\_\_\_\_ TAGGED: \_\_\_\_\_  
 SCRIPT: \_\_\_\_\_ PROOFED: \_\_\_\_\_

**COMPANY NAME:** \_\_\_\_\_

**CONTACT/INDIVIDUAL DONOR:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**PHONE:** (\_\_\_\_\_) \_\_\_\_\_ **EXT.** \_\_\_\_\_ **CELL:** (\_\_\_\_\_) \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**WEBSITE:** \_\_\_\_\_

**SIGNATURE OF DONOR:** \_\_\_\_\_ **ANONYMOUS?**  **Yes**  **No**

**ITEM NAME:** \_\_\_\_\_

**ITEM VALUE:** \_\_\_\_\_

**CASH**     **MERCHANDISE**     **TICKETS**

**GIFT CERTIFICATE /CARD**

**PLEASE CREATE CERTIFICATE**

**EXPIRATION DATE** \_\_\_\_\_

**ITEM STATUS:** Please check ONE:

Item is ENCLOSED

I will MAIL OUT the item

I will DROP OFF the item at the station  
 -Item can be dropped off  
 -Hours: Monday-Friday 9AM-4PM

Item needs to be **PICKED UP**  
**\*Delivery if possible is appreciated\***

**PLEASE COMPLETE THE FOLLOWING SECTION TO HELP US PROMOTE YOUR ITEM – BE CONCISE & ACCURATE**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PLEASE EXPLAIN ANY RESTRICTIONS:**

\_\_\_\_\_

\_\_\_\_\_

**Please Note:**

1) **Action Auction reserves the right to accept or reject any item or service donation. Once donated, Action Auction holds all rights to determine placement and advertising for each item. Items may be photographed for advertising purposes.**

2) DONOR WARRANTS: that it is the true and lawful owner of and has full power to donate the merchandise; and that any and all warranties as to the merchandise shall accrue to and be enforceable by the winning bidder.

3) Unless *Action Auction* is notified, photos from your website may be used to promote your donation.