

**DONATION OF ITEM OR SERVICE**  
**“TEAMING UP FOR EDUCATION”**

Donor or Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

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

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

Website (optional): \_\_\_\_\_

**Please list the items if this is a basket OR description of Item or Service:**

<b>EXAMPLE</b>
<b>ITEM/SERVICE NAME:</b>
Starbucks Coffee
1 lb. coffee
2 coffee mugs
\$15 gift card
Chocolate
1 box Keurig coffee Kcups
<b>\$ Market Value: \$75</b>

<b>ITEM/SERVICE NAME:</b>
_____
<b>1</b> _____
<b>2</b> _____
<b>3</b> _____
<b>4</b> _____
<b>5</b> _____
<b>\$ Market Value:</b>

Will you provide photo of the donated item Y / N  
{if yes, please submit to [silentauction@hptaonline.com](mailto:silentauction@hptaonline.com)}

Do you need HPTA to prepare a Gift Certificate? Y / N

Will you mail the donation to HPTA prior to the auction? Y / N

Will you need arrangements made for donation pickup by HPTA? Y / N

Do you prefer customer in-store pick up? Y / N

*NOTE: large items, such as rugs, furniture, etc. should be picked up by winning bidder at store*

Fill out our Donation Form online and e-mail it to:  
[silentauction@hptaonline.com](mailto:silentauction@hptaonline.com)

Or mail this form to HPTA:  
PO Box 608 Hopkinton, MA 01748



**Teaming Up for Education**  
**Hopkinton Parent Teacher Association**  
P.O. Box 608 Hopkinton, MA 01748  
[www.hptaonline.com](http://www.hptaonline.com)