

# Item Donation Form

Please complete this form or go to our website to donate items for  
Benton County Historical Society and Museum's 'Bidding for Good' Online Auction

Online Auction Dates: October 11 – 28, 2013

Instructions: You may submit an item online through our website OR complete and return the following form via fax, email or mail.

1. To submit via website go to: [www.bentoncountymuseum.org](http://www.bentoncountymuseum.org)  
Go to: Online Auction – Donate Items.
2. OR Complete the form. It is preferable to include a photo but not required.  
Return form via email, fax or mailing address to:

**Benton County Historical Society and Museum**  
**P.O. Box 35, Philomath, OR 97370**

Fax: 541-929-6261

Email: [terri@bentoncountymuseum.org](mailto:terri@bentoncountymuseum.org)

The Auction committee will contact you by email after the item has been reviewed to confirm receipt of item information, photos and logo. Don't have an item: Donate \$100.00 and become a recognized 'Cultural Heritage Supporter'.

## Item Name:

*This name will be displayed as the item title when a user is browsing the catalog. We suggest a short description title. **Please print all information.***

## Item Description:

*Please provide a very detailed description. This section should include all the information a prospective bidder needs to know, such as specifications, dimensions, manufacturer, how long a time period, etc. It should also include any shipping considerations or added fees.*

## Of Special Note:

*Please provide special instructions, limitations, restrictions or key notes related to the item.*

## Estimated Value:

*This should be the retail value of the item or best fair market price.*

## Photo:

Email a photo (.jpg or .gif at 300 pixels x 300 pixels to: [terri@bentoncountymuseum.org](mailto:terri@bentoncountymuseum.org)

## Donor:

*Your name as you would like it to appear in the online catalog.*

## Donor Contact Information for office use only:

Address:

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Phone:

Email:

## Website Link/URL:

URL for your Website (ex: <http://www.mycompany.com>)

**Logo:** Email your logo (.jpg or .gif at 300 pixels x 300 pixels) to: [terri@bentoncountymuseum.org](mailto:terri@bentoncountymuseum.org)