



Donor Information Form for ASTEF Online Auction – Lubbock Convention Auction Dates - June 10 - 17, 2022

Name of Donor _____

Donor's email address _____

Donor's mailing address _____

Donor's phone number _____

Name of Item _____

*A good, clear **description of item** is needed. The more detailed the description, the better. The more information people have, the more likely they are to bid or buy a ticket. *Include size if possible and no more than 3 lines.*

Value of Item (in whole dollars) _____

Cost of Item _____

Suggested Starting Bid _____

Estimated price to mail (if needed) _____

*Please **email** a completed form and a photo (jpg) of the item to **Betsy Ruffin** at computa.cat55@gmail.com. In addition, please **copy Rhonda Posey** both the completed form and the photo (jpg) to **rrposey2@gmail.com**.

- Please do not embed photo into an email but send as an attachment as this gives us a better quality photo.
- The photo should be clear. If item is light, please put on a dark background. If item is dark, please place on light background.

**If you have questions, please contact Rhonda Posey at the above email address.

DEADLINE TO Betsy Ruffin is **May 25, 2022**, but Ms. Ruffin would gladly accept donor forms immediately.

Thank you for your generosity!