



**ALCO Heritage Museum 2nd Annual Gala  
“Year One - A Look Back”  
[www.biddingforgood.com/alcomuseum](http://www.biddingforgood.com/alcomuseum)**

**Item Donation Form**

Thank you for donating an item for our Online Auction, and for supporting the ALCO Heritage Museum. Please return this form to the ALCO Heritage Museum by **September 14, 2012**.

**Donor Information** (This information does not appear in the online auction catalog.)

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

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

Address (city/State/Zip): \_\_\_\_\_

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

Contact me to arrange for pick up:  Yes  No (I will mail the item or drop it off at the Museum)

**Online Auction Catalog Information** (This information appears in the online auction catalog.)

**Donor Name:**

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

**Item Name:**

This name will be displayed as the item title when a user is browsing the online catalog. We suggest a short descriptive title.

**Description:**

Please provide a detailed description of the item. Include all the information a bidder would need to know, such as: features, dimensions, manufacturer, shipping considerations, extra fees, or expirations.

**ALCO Heritage Museum 2nd Annual Gala**  
**Item Donation Form *Continued***

**Of Special Note:**

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

**Estimated Value:**

List the retail value of the item or the best fair market price.

**Photo:**

If you have a photo, please email it (.jpg or .gif at 300 pixels x 300 pixels) to [alcomuseum@gmail.org](mailto:alcomuseum@gmail.org)

**Optional: URL**

URL for your business website

**Optional: Logo**

Email your logo (.jpg or .gif at 300 pixels x 300 pixels) to [alcomuseum@gmail.org](mailto:alcomuseum@gmail.org)

**Please return this completed form no later than September 14, 2012 to:**

ALCO Heritage Museum  
1910 Maxon Road Extension  
Schenectady, NY 12308

Any questions please contact ALCO Heritage Museum at 518-557-2673 or [alcomuseum@gmail.org](mailto:alcomuseum@gmail.org)

The ALCO Heritage Museum is a project of the  
ALCO Historical & Technical Society,  
a non-profit organization.

Please contact your tax preparer to determine  
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*Thank you for your support of the ALCO Heritage Museum*