



20301 NE 108th Street Redmond, WA 98053-7499
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1. DONOR INFORMATION	
Donor/Company Name: <i>(As it should appear in publications)</i>	Company Contact Name:
Mailing Address:	Phone Number:
	Email:
	Website:
Donation is: <input type="checkbox"/> Corporate <input type="checkbox"/> Personal <input type="checkbox"/> Other: _____	
2. ITEM INFORMATION	
Item Name:	Donor Estimated Value: \$
Detailed Description: <i>(Include any restrictions such as expiration date, mutually agreed upon date, quantity, etc.)</i>	
<input type="checkbox"/> Donation is a tangible item: <input type="checkbox"/> Item(s) accompany this form <input type="checkbox"/> Donor will drop item(s) off at The Overlake School on: <input type="checkbox"/> The Overlake School will pick up item(s) from the address above by:	
<input type="checkbox"/> Donation is a gift certificate: <input type="checkbox"/> Certificate accompanies this form <input type="checkbox"/> Donor will provide the certificate by: <input type="checkbox"/> The Overlake School will create a gift certificate and get approval from donor by:	
3. DONOR ACKNOWLEDGEMENT	
Donor/Company Contact Signature <i>(Required)</i>	Date
PLEASE KEEP A COPY OF THIS FORM FOR YOUR TAX RECORDS Return the original form to: The Overlake School 20301 NE 108 th Street, Redmond, WA 98053	

P.S. The Overlake School is a 501(c)3 nonprofit organization; tax ID# 91-0814431. No goods or services were received in exchange for your donation, so your gift may be fully tax deductible according to the law. IRS regulations do not allow The Overlake School to assign a dollar value for in-kind contributions; that determination is for the donor to assess. Please consult your financial advisor for further information.