

### Wine Procurement Form

#### DESCRIPTION OF DONATED ITEM

<b>Item/Title:</b>	<b>Retail Value \$</b> (must provide for tax purposes)	
<b>Winery</b>	<b>Name of Wine</b>	
<b>Vintage</b>	<b>Appellation</b>	
<b>Varietal</b>	<b>Number of Bottles</b>	<b>Bottle Size</b>
<b>Ratings (if applicable)</b>	<b>Wine Maker (if applicable)</b>	

**Tasting Notes/Other Description:** Please be detailed as this information will be used to write the auction catalog description

*Notice: If item is more appropriate for another BIAWA fundraising event, your item will be re-purposed.*

- |   |  |
|---|--|
| <input type="checkbox"/> Item accompanies donor form                    | <input type="checkbox"/> Item cannot be packaged with other items        |
| <input type="checkbox"/> Donor will deliver to BIAWA by ___ / ___ / ___ | <input type="checkbox"/> Donor requests pick-up (please call to arrange) |

#### DONOR INFORMATION (List exactly as you would like the donor listed to appear in auction catalog)

<b>Business Name</b>			
<b>Contact Name/Individual for Thank You</b>		<b>Phone</b>	
<b>Mailing Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>
<b>Email</b>	<b>Website</b>		
<b>Item Procured By</b>			
<b>Signature of Donor</b>			<b>Date</b>

(Donation cannot be processed without donor signature. If submitted electronically, entering your name serves as your signature.)

**Office Use : Form #**

Please submit completed forms no later than **October 11<sup>th</sup>, 2019** to the BIAWA Procurement Committee

Email: [admin@biawa.org](mailto:admin@biawa.org) | Phone: 206-467-4800 | Fax: 206-467-4808  
 Website: [www.biawa.org](http://www.biawa.org)  
 Mail: P.O. Box 3044, Seattle, WA 98114  
 BIAWA is a 501(c)(3) non-profit (Tax ID 91-1206800)