

**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 1st, 2021** to the BIAWA Procurement Committee