

**DELIVERY INSTRUCTIONS FOR DONATIONS**

Please read the below grid for information on delivery instructions

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| Items for: | Delivery Address | Dates for delivery |
| Silent Auction, Live Auction, Lucky Dip (under 300 units) | Emma Parslow, Event Manager, DFNI, Frontier, EMAP,10th Floor, Southern House, Wellesley Grove, Croydon, CR0 1XG | Monday 4th- Friday 15th March 2019 |
| Goody Bag (over 300 units) | Royal Lancaster London, Lancaster Terrace, London W2 2TY | Wednesday 3rd- Friday 5th April 2019 (before 10am) |

**IMPORTANT**

**If items are received outside of these dates we cannot guarantee they will be featured in the ball.**

**All duty and destination taxes must be paid by the sender. If this is not paid, DFNI will invoice you directly to reclaim the funds for the charity.**

Thanks for your support and we look forward to seeing you on the night.

*DFNI* Team

Thank you for your donation of prizes, products and gifts for our charity auction. To give you some ideas, recent prized have included holidays, experiences, handbags, cosmetics, confectionary and liquor.

**For each item you wish to donate, please complete the following form and email the information to** [emma.parslow@emap.com](mailto:emma.parslow@emap.com) **by Friday 8th February 2018.**

|  |  |
| --- | --- |
| **Product Name** |  |
| **Short Description**  (Written as it should appear in prize list printed in the brochure on the night) |  |
| **Retail Value (in £ or € or $)**  (To help us ensure that the product is placed in the right fundraising game or auction) |  |
| **Quantity**  (Of products and/or boxes) |  |

**NB: When returning this form, please attach a high resolution JPEG or EPS company logo and product image.**

**For more information, please do not hesitate to contact:**

[emma.parslow@emap.com](mailto:emma.parslow@emap.com)

+44 (0) 208 253 8721