

DONATIONS CHECK LIST

CHIPPENHAM SHED

PLEASE COMPLETE THE FOLLOWING CHECK LIST BEFORE ACCEPTING ANYTHING ON BEHALF OF THE CHIPPENHAM SHED

CONTACT INFORMATION OF DONOR

Name	
Phone number	
Email	
Address	

WHY ARE THE ITEMS BEING MADE AVAILABLE?

	TICK	NOTES
Bereavement		
House Clearance		
Downsizing		
Moving Away		
Other		

WHAT IS BEING OFFERED?

	YES	NO	CONDITION	NOTES
WOOD				
HAND TOOLS				
POWER TOOLS				
IRON MONGERY				
PAINT & WOOD STAINS				
OTHER				

HOW IS THE DONATION GOING TO BE MADE?

DELIVERED	PROPOSED DATE		LEAD ADVISED		
COLLECTED	PROPOSED DATE		COLLECTION ARRANGED	YES	NO

CHECKED BY

PROPOSED BY	
SECONDED BY	
Date	