

DONATION DETAILS FORM

Everything in Common Gift Stalls

NAME OF CHURCH, SCHOOL or GROUP:	
NAME OF CONTACT PERSON:	
CONTACT POSTAL DETAILS:	
CONTACT TELEPHONE:	CONTACT EMAIL:

INSTRUCTIONS:

- Photocopy this sheet for your record keeping
- Complete a Donation Details Form after each Everything in Common Gift Stall
- Preferred payment options are Credit Card and Cheque
 NB. If collecting cash payments, please follow standard money counting procedures and safe keeping
 Ideally two people should count the donations and sign below
- Staple numbered Donation Coupons to the back of this form in the order in which they are listed below
- To ensure all donors receive their receipts directly, promptly return this Form and the attached Donation Coupons using the Reply Paid Envelope to: **UnitingWorld, PO Box A2266, Sydney South NSW 1235**

DONOR DETAILS (TITLE / GIVEN NAME / SURNAME)		AMOUNT PAID \$		
		CASH	CHEQUE	CREDIT CARD
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
19				
20				
21				
22				
23				
24				
25				
TOTAL REVENUE				

SIGNED & VERIFIED BY:	SIGNED & VERIFIED BY:
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SHEET Of

