



## Women Writing the West 2021 Virtual Auction

### How Your Donation Works

You've decided to donate to the 2021 WWW Auction

**THANK YOU**, we couldn't do this without you.

Now what happens?

- ❖ **Good News:** You are **NOT** responsible for the handling of any \$\$ money \$\$ from the winning bidder.
- ❖ **As part of your generous WILLA Literary Award donation, you will be responsible for the shipping cost to the winning bidder. The cost of your donation and shipping is tax deductible.** It is probably best if you know ahead of time the estimated mailing cost. Suggestion: If your item fits into a USPS Priority Flat Rate Mail box, the price is pre-set. **IMPORTANT:** Please keep a copy of your mailing receipt with the tracking number.
- ❖ **Please: DO NOT mail the item(s) to me.** Hold on to it at your home address. You will be shipping directly to the winning bidder once their funds have been processed by the auction site. The Auction Committee will then send you the winning bidder's name and shipping address. Once you receive this, you are responsible for shipping your donation within seven (7) business days.
- ❖ **Preparing your item for the auction:**
  - Please take a minimum of three (3) photos of your tangible item(s), then send **photos** via email to [WWW2021Auction@gmail.com](mailto:WWW2021Auction@gmail.com). This allows the auction committee to place them in the WWW virtual catalog.
  - **Display your items nicely with a background that makes the item easily identifiable and inviting to bidders.**

- Include a description and actual or estimated cost of the item(s) you donate. If it is donated by someone other than yourself, please include this information so they can be mentioned.
  
- ❖ The auction committee will set a starting bid for each item. We have a recommended calculation for this process.
  
- ❖ If you are donating a "Gift **Certificate**" only, please email a copy to place in the virtual auction catalog. If you need help developing a certificate, please indicate assistance in the email at [WWW2021Auction@gmail.com](mailto:WWW2021Auction@gmail.com).
  
- ❖ If you or the donor **DO NOT want your name mentioned**, please let the auction committee know.