



Office Use Only:	Date received:	Ref:	Staff:
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HERITAGE COLLECTION: DONATION ENQUIRY FORM

DONOR INFORMATION

Title:	First Name:	Surname:
Address:	Phone No:	Email:

ITEM INFORMATION

Item/s name:

Item/s description:

Condition of items:

Very Good – brand new, never been used.	Good – item has been used but has no visible signs of damage	Fair – item shows minor signs of wear and tear	Poor – item has significant signs of damage
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OWNERSHIP

Please let us know how you came to own the item

Please let us know information about you/the original owner

Full Name:

Date of birth:

Date of death:

Dates associated with the item/s:

Associated locations:

MEMORIES AND STORIES

Does the item/s have any interesting memories or stories associated with it? If so please let us know (continue on additional sheet if necessary).



ASSOCIATED MATERIAL

Do you have any other material associated with the item e.g. photographs, letters etc.
Would you be prepared to donate these or let us have copies of the originals?

OBJECT GROUPS

If you are offering us a number of items we may like to select some but not others into the Collection. Please indicate whether you would be happy for the group to be separated.