

Date:

Name:

Organization:

Phone number:

Email Address:

**Title of event:**

**Venue:**

**City and State:**

**Auction date and time:**

Please consider this letter as confirmation of our agreement to provide services for the above referenced event.

We have agreed that the Auctioneer's fee will be \_\_\_\_\_ which includes a deposit of \_\_\_\_\_ to be paid immediately and the balance due upon the Auctioneer's arrival the night of the event. This fee includes the following services:

1. Auctioneer: Chris Sheik
2. \_\_\_\_\_ Bid Spotters during the Oral Auction
3. Pre-Auction consultation and assistance by Chris Sheik
4. Promotion of the Silent Auction by the Auctioneer
5. Training of Silent & Oral Auction Volunteers
6. Post Auction consultation and evaluation of event by Chris Sheik

Thank you for allowing me this opportunity to be of service to you.

Very truly yours,

Chris Sheik  
PO Box 2362  
Lake Oswego, OR 97035  
503-267-8352  
[csheik@aol.com](mailto:csheik@aol.com)

APPROVED: \_\_\_\_\_

DATE: \_\_\_\_\_