**PRE-REGISTRATION FORM**

Please complete this form (except for the SWAP ID) by Oct 19th and email it to <Reuse@slac.stanford.edu>. We will post this at the SLAC Swap on Wednesday October 24th.

| **Item Description:** | |
| --- | --- |
| **Donor Name:**  By checking this box I confirm that I understand that only SLAC materials (no personal items) in good condition are acceptable for donation. | **SLAC Swap ID:**  (SLAC Swap Rep to Assign) |
| **Donor Email/phone ext:** |
| **Building of Origin:** |
| **Property Control Number (if Applicable):** |
| **Estimated Value:** |
| **Estimated Age:** |
| **Special Information (Instructions, limitations, ESH notification etc):** | |

Insert Photo(s) of Item Here