**DONATION RECEIPT**

**Receipt #:** **[Unique serial number]**

**Date of donation:** **[Enter date or year]**

**Donated by:** **[Enter first and last name]**

**Total Number of items:** **[Enter the number of clothes donated]**

**Declared Value:** **[Enter the estimated value of the donated clothes in words]**.

$: **[Numbers]**

**Itemized description of clothes:**

|  |  |  |
| --- | --- | --- |
| **Item** | **Quantity** | **Value** |
| [Item] | [#] | [$0] |
| [Item] | [#] | [$0] |
| [Item] | [#] | [$0] |
| [Item] | [#] | [$0] |
| [Item] | [#] | [$0] |
| [Item] | [#] | [$0] |
| [Item] | [#] | [$0] |
| [Item] | [#] | [$0] |
| [Item] | [#] | [$0] |
| [Item] | [#] | [$0] |
| [Item] | [#] | [$0] |

**Receiver Name:** **[Enter the name of the person receiving and checking the items]**

**Appraised by:** **[Enter the name of the firm or individual appraiser hired]**

**Address of appraiser:** **[Enter the official business address of the appraiser]**

If the value of the clothes donated is above $5,000 the IRS requires a qualified appraiser to determine the value of the items. You may remove this section if the property is below this value. This receipt acknowledges your donation to **[Name of organization]**. Thank you for your generous support!

**[Signature]**

**[Name of authorised signatory]**

**[Designation]**