



# Nathaniel Reid Bakery

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## **Donation Request Form:**

Each year, our company allocates a budget to support community activities through contributions. We are pleased to do our part to assist your organization's programs. However, requests are so numerous that they exceed our financial capabilities. Therefore, we will distribute our support to organizations as possible and ask that you complete this form. The purpose of this form is not to deter donations, but to determine if we are able to make a contribution at the time of request. If a donation is granted, this authorizes Nathaniel Reid Bakery to use the organization's name as a donation recipient in any of Nathaniel Reid Bakery advertising.

***Thank you for your cooperation and taking the time to make this information available. Please print clearly and return this completed request at least 30 days prior to the event date so that it can be fairly processed.***

Name of Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: \_\_\_\_\_ Website: \_\_\_\_\_  
Name of Person Making Request: \_\_\_\_\_  
What is the purpose of your organization? \_\_\_\_\_  
Is this a for-profit or nonprofit organization? \_\_\_\_\_  
Will a current copy of your mailing list be available to us? \_\_\_\_\_  
Have you received previous donations from us? \_\_\_\_\_  
Are you a customer of our company? \_\_\_\_\_  
Is this organization a customer of our company? \_\_\_\_\_  
Are other businesses being contacted with this or a similar request also? \_\_\_\_\_  
What kind of donation are you looking for? \_\_\_\_\_  
How will you be using it? \_\_\_\_\_  
Will specific mention be made of our support? \_\_\_\_\_  
Location of Event: \_\_\_\_\_  
Who will be attending? \_\_\_\_\_ How many will be attending? \_\_\_\_\_  
Date of the Event: \_\_\_\_\_ Date Donation Required By: \_\_\_\_\_