

# Donation Request Form

## Washington Auto Parts & Washington Hardware

Date \_\_\_\_\_ Deadline for response from Washington's \_\_\_\_\_

Organization Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address \_\_\_\_\_

Contact Name \_\_\_\_\_ Phone: \_\_\_\_\_

What type of organization is it? (Circle all that apply)

Nonprofit Church School Youth Individual Civic Community

Have you ever received a donation from us before? \_\_\_\_\_

Organization Description (brief description of services of your organization) \_\_\_\_\_

\_\_\_\_\_

Donation Requested (what do you need us to donate?): \_\_\_\_\_

\_\_\_\_\_

Reason for Donation (reason for and how donation will be used): \_\_\_\_\_

\_\_\_\_\_

Number of members of the organization / how many will be impacted if the donation is granted? : \_\_\_\_\_

\_\_\_\_\_

Will we receive public recognition? If yes, in what way? \_\_\_\_\_

\_\_\_\_\_

In the past 6 months how much have you or your organization spent with our business?

\_\_\_\_\_

Please understand that the more lead time we are given to consider your request, the greater the chance that we can find some way to help you. We strive to acknowledge your request in a timely manner on receiving this completed form, and will do our best to have an answer for you within two weeks.

Submitting a donation request does not guarantee your organization will receive a donation.

Please fax Donation form to 1-866-415-6791

For office use only

Date Rec'd

Approved or declined

Date of Reply

Decision made by

Total COGS

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_