



## Donation REQUEST form

Here at Great Harvest we believe in giving generously to others. We welcome opportunities to help our community, and appreciate your interest.

### OUR DONATION guidelines:

- We donate to non-profit organizations that serve our community.
- We donate our products: bread and cookies.
- We can consider only donation requests that are submitted on this form. We cannot handle requests over the counter or by phone.
- We ask for at least two weeks notice of any donation request, but advise as much notice as you can give.
- Donation requests are filled on a first-come, first serve basis. Because of the volume of requests we receive, it is more likely we can help you if you make your request early.

Organization Name \_\_\_\_\_  
Name of Event \_\_\_\_\_  
Date & Time of Event \_\_\_\_\_ Number in Attendance \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Contact Person Address \_\_\_\_\_  
Phone # (daytime) \_\_\_\_\_ FAX \_\_\_\_\_ e-mail \_\_\_\_\_

### Type of Donation Request:

\_\_\_\_\_ Refreshments (please specify: \_\_\_\_\_ Bread, \_\_\_\_\_ Cookies \_\_\_\_\_ Sandwiches)  
\_\_\_\_\_ Auction Item (ex., Bread Basket) \_\_\_\_\_ Door Prize (quantity: \_\_\_\_\_)

Please briefly note how this event will benefit our community:

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Signature \_\_\_\_\_ Date \_\_\_\_\_

**Response:**

\_\_\_\_\_ Yes, we are happy to donate the following  
\_\_\_\_\_. Its retail value is \_\_\_\_\_. Please  
arrange to have the donation picked up at the bakery on \_\_\_\_\_,  
after \_\_\_\_\_. Please also deliver a letter with a copy of your Tax  
ID number for our records.

\_\_\_\_\_ Sorry, but we are unable to donate at this time. Please ask  
us another time.

Please return this form to Great Harvest Greenville, NC.

**2803 S. Evans St., Greenville, NC 27834**

**252-689-6012**

**Greenvillenc@greatharvest.com**