Great Harvest Bread Co.
DONATION REQUEST FORM

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

OUR DONATION GUIDELINES:

- We donate to non-profit organizations that serve our community.
- We donate our products and gift certificates.
- We can only consider requests submitted on this form. We can no longer handle requests over the counter or by phone.
- **We require at least <u>TWO weeks</u> notice of any donation request.**
- 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.
- We will reply to your request by phone or **<u>preferably</u>** by fax. We will respond approximately 1 week prior to your event… If you haven't heard from us by then, call between 9:00AM and noon; and, ask for our Donations Coordinator.

Organization Name:_____

Name Of Event:_____

Date and Time Of Event:_____ Number In Attendance:_____

Contact Person:_____

Contact Address:_____

Contact Phone (Day): _____ Alt. Phone: _____ Fax:_____

Type Of Donation Requested:

_____ Refreshments (Please specify: _____Bread _____Cookies _____Other)

_____Gift Certificates

PLEASE EXPLAIN PURPOSE OF EVENT
_____
_____
_____
_____

Signature:_____ Date: _____

Response

_____ Yes...We are happy to donate the following: _____

Retail Value Of Donation: _____

Please Arrange To Have The Donation Picked Up At The Bakery On _____ after _____

_____SORRY… But we are unable to donate at this time.

DOWNTOWN	South	WEST
339 Court Street NE	3405 Commercial St. SE	525 Taggart Dr. NW
Salem, OR 97301	Salem, OR 97302	Salem, OR 97304
Phone: 503-363-4697	Phone: 503.363.3215	Phone: 503-363-7555

Please return this form to any of the above locations...we'll do our best to help!