



Donation Policy & Application Form

Classic Nursery and Landscape Co. is proud to follow a tradition of involvement and assistance to the surrounding community by means of donations of goods or services to non-profit organizations. Donation requests will be considered for compatibility with Classic's charitable goals toward issues concerning family or the environment. These requests are satisfied on a first come, first served basis and are limited by company budget allowances. In order to be considered, requesting organizations must furnish a tax ID number. If you are requesting a donation, please complete this request and fax or mail it to the address noted below.

Sincerely,

Julie Burke

Date of request: _____ Date item needed: _____

Name of Organization: _____ Tax ID: _____

Address: _____

Contact for Organization: _____ Phone: _____

Alternate phone/email: _____ Fax: _____

What is the purpose of the event? _____

How many people will attend? _____ When is the event? _____

Is it a one-time or annual event? 1x __annual__ other__ Have we donated to you before? Y N

How do you know about us? _____

Is there an opportunity for Classic's name to be displayed in a publication or on site? Y N

What form of signage or literature can we provide? Brochure Cards Tabletop sign

Additional Comments: _____

Office use only	Item(s) approved for Donation _____

Total Retail Value: \$	_____
Approved by: _____	Date: _____