



NORTHWEST HARDWARE

BILLINGS EUREKA HAVRE ROUNDUP

Donation Request Form

Billings Hardware welcomes your request for donation. Thanks for considering Billings Hardware for your community needs. We hope you understand that we receive many donation requests throughout the year and may not be able to contribute to all of them. You can help us expedite the process by being thorough and thoughtful in your request.

Organization Name & Tax Identification Number: We need to know who you are and that you are a real organization that can be verified with your non-profit state or federal tax identification number. We also need your tax identification number for our own tax purposes.

Responsible Parties Contact Information: We need to know who to contact if we have any questions and who will be responsible for handling the donation. Also, it is the responsibility of the person(s) submitting the request to follow up on the approval or denial of the request.

Donation Request Information: Please outline the reason for your group's donation request in this area. If you already have a written donation request, please note that in this area and attach the information with your request. If you do not have any documents to attach, please be as specific and thorough as possible and include what the donation will be used for. The more information that you can give us the easier it is for us to determine the merits of your request.

Donation Deadlines: Please be considerate of our time when asking for a donation request and provide us with adequate time to process it. We need at least 2-3 weeks, preferably a month.

Promotional Materials & Acknowledgements: We always welcome acknowledgements, website links and being included in your promotional or event materials. We will gladly get you the contact and website information, logo, company images or company "donated by" signage if you let us know ahead of time.

Please submit your request via mail, fax, or email.

Billings Hardware T: (406) 969-3622
 Attn: Donation Request Committee F: (406) 969-3625
 906 Broadwater Ave info@billingshardwarestore.com
 Billings, MT 59101

Event Name: _____

Event Date: _____ Deadline for Donation: _____

Name of organization: _____ Tax ID Number: _____

Type of Donation: Merchandise Services Other: _____

Address: _____

Contact Name: _____

Phone Number: _____ E-mail: _____

Description of event or purpose of donation: (i.e. fundraiser, raffle, auction, etc.)

*** Office Use Only ***

Please attach store receipt.

Donation Request: Approved Declined Item Donated: _____

Organization notified on: _____ Date By: _____ Store Manager Signature