



<b>office use only</b>
<b>date approved: order in book?</b>
<b>gc mailed? amount:</b>

## donation request form

due to the large number of donation requests we receive, saint cupcake now requires the following form to be completed before a donation request can be considered. our donations are treated as orders, so there are days we are not able to provide donations.

organization name: \_\_\_\_\_

tax id: \_\_\_\_\_ today's date: \_\_\_\_\_

contact name: \_\_\_\_\_ e-mail: \_\_\_\_\_

contact number: \_\_\_\_\_

address: \_\_\_\_\_

date of your event: \_\_\_\_\_ pick up time: \_\_\_\_\_

how many cupcakes are you requesting? \_\_\_\_\_ gift certificate? \_\_\_\_\_  
how will these cupcakes be used?

why should saint cupcake give cupcakes to your organization or event? are you helping children or puppies in anyway? (it's ok if you're not)

please submit request to:  
saint cupcake 407 nw 17<sup>th</sup> ave. suite #4 portland oregon 97209