



# Flower Cart

A Full Service Florist

## REQUEST FOR DONATION OR ADVERTISEMENT

This form has NOT been designed to deter requests, rather it was proposed by our auditing firm as a means of equalizing and more fairly dividing the amounts we are able to allow for such purposes. To be eligible for a donation, your organization must be non-profit and you must provide a Tax ID number. Please realize such requests have become so numerous that it is far beyond our financial capabilities to honor every request. We thank you for your cooperation.

**Please answer all the questions.**

Name, complete mailing address and phone number of organization:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name, complete mailing address and phone number of person making request:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please briefly describe the activity or event for which this donation will be used: \_\_\_\_\_

What are you requesting from Flower Cart? \_\_\_\_\_

Event Date \_\_\_\_\_ Expected attendance \_\_\_\_\_

Has your organization had donations from us this year? Yes \_\_\_\_\_ No \_\_\_\_\_ If Yes, when? \_\_\_\_\_

What other florists are being contacted for contributions for this event? \_\_\_\_\_

Will you provide verbal recognition at the event? Yes \_\_\_\_\_ No \_\_\_\_\_ Printed recognition? Yes \_\_\_\_\_ No \_\_\_\_\_

Is this organization non-profit? Yes \_\_\_\_\_ No \_\_\_\_\_ Tax ID number \_\_\_\_\_

Is this organization a customer of Flower Cart? Yes \_\_\_\_\_ No \_\_\_\_\_ Account Number \_\_\_\_\_

Is this organization a customer of another florist(s)? Yes \_\_\_\_\_ No \_\_\_\_\_

Is the person making this request a customer of Flower Cart? Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, for how long? \_\_\_\_\_ Account Number \_\_\_\_\_ Date of last purchase: \_\_\_\_\_

If requesting advertising, cost of ad: \_\_\_\_\_ Deadline \_\_\_\_\_

Would you prefer to have your response sent via regular mail \_\_\_\_\_ phone \_\_\_\_\_ email \_\_\_\_\_ or fax \_\_\_\_\_

If your organization is exempt from federal income tax 501 ( C ) ( 3 ) please enclose a copy of the ruling letter form the IRS for our records.

**YOU WILL BE NOTIFIED BY MAIL OR PHONE WITHIN SEVEN (7) DAYS OF FLOWER CART'S RECEIPT OF THIS WRITTEN REQUEST. THANK YOU FOR YOUR COOPERATION.**