

DONATION REQUEST GUIDELINES

For those inquiring about a charitable donation from the 84 Lumber Company, the following information details our donation request process:

*To request a donation of materials, the petitioner must get a formal printed estimate for materials from their local 84 Lumber store. **The Customer Copy of the printed estimate must be from an 84 Lumber Company Store – no others will be accepted. Please reference and understand the Estimate & Pricing Policy listed at the bottom of each estimate.** The estimate must be accompanied by a completed Donation Request Form. To request a monetary donation, the petitioner need only complete the Donation Request Form. All documentation must be forwarded to the contact information listed on the bottom of the form.*

*Petitioners should include additional information, pamphlets, or brochures which explain their organization or project more fully. **Please note that if an organization is tax exempt, they must submit a copy of a 501 (c) 3 or certification authorizing tax exempt status with their request.** All paperwork, including material estimates and proof of tax exempt status, must be submitted at the same time in one complete package. This will alleviate any possible misrouted information or time constraints to the donation process.*

Donation requests, including all attached paperwork, are forwarded to a Donation Selection Committee for review. Petitioners will be informed if their request has been awarded or denied once a decision has been reached. This process takes approximately 45 to 60 days from the time that all necessary paperwork is submitted.

For further assistance, please use the contact information listed below.

Donations Coordinator

Donations - Building 1

84 Lumber Company

1019 Route 519

Eighty Four, PA 15330

(724) 228 - 8820, ext. 1234

Fax # (866) 774 - 0342

E-mail: donations@84lumber.com



Donation Request Form

Today's Date: _____

Name of Charity/Organization: _____

Contact Person: _____ Phone #: (____) _____

Address: _____

E-Mail Address: _____ Event Date: _____

Tax Exempt? Yes _____ No _____ **If yes, please attach copy of 501(c)3 or state tax exempt form**

Did this request come from a Builder? Yes _____ No _____

Do you have an account with 84 Lumber? Yes _____ No _____

If yes, Account # _____

Project Description: _____

| | | |
|------------------------|---|----------|
| Request is for: | Materials - | \$ _____ |
| | <i>(Accompanied by a formal store estimate)</i> | |
| | Cash - | \$ _____ |
| | NWL Gift Certificate - | \$ _____ |

PLEASE INCLUDE A PRINTOUT OF MATERIALS LIST, WITH PRICING, FROM YOUR LOCAL 84 LUMBER STORE

Misc. notes: _____

If approved – Make check payable to: _____

Once form is completed: mail, email or fax to:

**84 Lumber Company
Donations Department - Building 1
1019 Route 519, Eighty Four, PA 15330
donations@84lumber.com
Fax # (866) 774 - 0342**

For more information contact:

**Donations Coordinator
(724) 228-8820, ext. 1234
or by email:
donations@84lumber.com**

**** THIS SECTION FOR COMPANY USE ONLY ****

Donation #: _____

Recommended by: _____

Store #: _____

Store Name: _____

Contact/MGR: _____

AM: _____

DVP: _____

Store Phone: _____

**** Selection process takes 45 to 60 days ****