



# DONATION REQUEST

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Terra Verde LLC is more than happy to help with your event. Please fill out this information sheet and submitted with the proper documentation. We will then revise and submitted for approval. If it is approved, we will contact you. All forms must be received one month prior to the event date for proper processing. Thank you.

DATE: \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

EVENT: \_\_\_\_\_ DATE OF EVENT: \_\_\_\_\_

ADDRESS :( if different) \_\_\_\_\_

EVENT COORDIANTOR: \_\_\_\_\_

PHONE :(\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ EMAIL: \_\_\_\_\_

TAX ID (COPY REQUIRED): \_\_\_\_\_

REQUEST SUBMITTED BY: \_\_\_\_\_

Comments :  
\_\_\_\_\_  
\_\_\_\_\_

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(Office use only)

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Donation awarded:

Recommended pick up: \_\_\_\_\_ Date picked up: \_\_\_\_\_

Comments: