



CATERING • CAFE • CAKES

2838 Culver Road, Birmingham, AL 35223 p. (205) 871-2060 f. (205) 871-2660 www.Olexas.com

## DONATION REQUEST FORM

**Form must be submitted within 45 days of event.**

Olexa's is committed to helping non-profit organizations. Each week we receive many requests for donations. To be considered, please fill out this form and send it back to us either through fax or email. We are happy to consider your request!

Company/ Organization \_\_\_\_\_

Contact Person \_\_\_\_\_

Business Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_ Website \_\_\_\_\_

Tax ID/ EIN \_\_\_\_\_ Re-sale License (if applicable) \_\_\_\_\_

What charity are you representing? \_\_\_\_\_

Please share the goals for your charitable event: \_\_\_\_\_

What catering/items are you hoping to receive? \_\_\_\_\_

Please list up to three names and phone numbers of people in your organization who have purchased catering from us in the last twelve months.

1. Name \_\_\_\_\_ Phone \_\_\_\_\_ Date of Event \_\_\_\_\_

2. Name \_\_\_\_\_ Phone \_\_\_\_\_ Date of Event \_\_\_\_\_

3. Name \_\_\_\_\_ Phone \_\_\_\_\_ Date of Event \_\_\_\_\_

Would your organization be willing to post our logo on your website and/or display Olexa's marketing materials at the event you are requesting a donation for? \_\_\_\_\_

Please send your **completed** form along with a copy of your 501c3 IRS Determination Letter (if applicable).

You will be contacted if your donation is approved within one week.

**Form must be completely filled out and faxed to (205) 871-2660 or emailed to eat@Olexas.com.**