



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 prior to 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) _____

Date and location of your event? _____

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.