



DONATION REQUEST FORM

In support of community events, Montana Coffee Traders will consider donating coffee or coffee related items to Flathead Valley non-profit organizations. Form must be completed and submitted no less than two weeks prior to event. We cannot guarantee that MCT will be able to meet your donation request until form is reviewed.

Event Date _____ Pick-Up Time _____ Event Name _____
Name of Organization sponsoring event _____

Non-Profit Tax ID# _____ Number of people expected at event _____
Donation proceeds will be given to _____

Contact Person: Name _____
E-mail (required) _____ Phone # _____

Request for (check one) : Brewed Coffee _____ Coffee Beans/Ground _____ Auction/Raffle Item _____

How would our product be displayed or distributed? _____

If we donate an item for auction, we require a minimum bid and posted value of _____
(to be filled by MCT when donation request approved.)

E-mail donation request form to highway@coffeetraders.com or fax to 862-7680.
Approval or decline of request will be sent via e-mail.

----- **For MCT use only** -----

Pick Up Date and Time _____
Request Received by: _____ Date Request Received _____

Coffee & Equipment _____

Circle: Cups Stirrers Cream Sugar

Deposit policy explained: Yes / No
Equipment Deposit: _____ Pump Pot x \$25.00= _____
 _____ 2.5 Cambro x \$50.00= _____
 _____ 5.0 Cambro x \$50.00= _____
 Total Deposit Required _____

Equipment return date _____ Equipment received by: _____