

# *Joe Randazzo's Fruit & Vegetable, Inc.*

## **Donation Request Form**

### Our Donation Guidelines

- Please allow 30 days for processing and review.
- We only consider forms that are filled out completely and have an organization's letter head and event flyer/information attached.
- We only consider donation requests that are submitted on this form. We do not handle requests over the counter or by phone.
- You can return your form to one of our locations or mail your request to: Attention: Donation Committee, Joe Randazzo's Fruit and Vegetable, Inc. 5240 East Outer Drive Detroit, MI 48234
- A tax exempt number is required for consideration, your organization must be registered with the State of Michigan
- Donation requests are filled on a first come, first serve basis because of the volume of requests we receive.
- We will contact you via email or by phone if we can help!

Today's Date: \_\_\_\_\_

Requesting Individual's Name: \_\_\_\_\_

Individual's Contact Information (i.e. cell phone, email): \_\_\_\_\_

Organization: \_\_\_\_\_

Purpose of Organization: \_\_\_\_\_

Address of Organization: \_\_\_\_\_

Tax Exempt Number (501c3): \_\_\_\_\_

Tax I.D. Number: \_\_\_\_\_

### Donation Request Information

Date of Occasion: \_\_\_\_\_

Donation Request: \_\_\_\_\_

How will the donation be utilized? \_\_\_\_\_

What is the occasion? \_\_\_\_\_

Additional Information: \_\_\_\_\_