



2801 5th Avenue South,
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2016-2017

DONATION & IN-KIND WORK REQUEST FORM

Due to the extremely large number of request we receive for donation work it is impossible to accommodate everyone's request. We now find it necessary to submit this claim form and return to our office for approval. We would like to accommodate all requests but as our cost continue to escalate we now have a yearly budget that we adhere to. **If we do agree to a donation, it's imperative that we receive files/artwork, etc. a minimum of one week prior to the delivery date. Please make sure this is arranged through your sales rep or customer service.**

Please complete the information below and return to your account executive or our office. Our staff will review and determine if we can accommodate the request. You will then be notified of the result. **There may be times where ALGX can only extend a deeper discount, and if so it will be noted in our response.**

COMPANY NAME:

CONTACT INFO:

PHONE NUMBER:

TYPE OF WORK:

QUANTITY REQUESTED:

CHARITY/CAUSE FOR REQUEST:

FUNCTION (SHOW, FUNDRAISER):

DATE NEEDED:

ESTIMATED DOLLAR AMOUNT:

RECOGNITION FOR ALGX?

ALGX USE ONLY

APPROVED: Yes No DISCOUNT EXTENDED: _____

REASON: _____

DISCOUNT AMOUNT: _____ SALES PERSON: _____