



13031 Goldenwest Street, Westminster, CA 92683  
(714) 891-4300 [www.hdwestminster.com](http://www.hdwestminster.com)

## DONATION REQUEST

PLEASE FAX COMPLETED FORM TO (714) 891-9658

Please Check One:

Merchandise Donation

Monetary Donation

Name of Event: \_\_\_\_\_

Name of Charity/Benefactor: \_\_\_\_\_

Brief description of the event: \_\_\_\_\_

\_\_\_\_\_

Date of Event: \_\_\_\_\_ Location of Event: \_\_\_\_\_

How will the proceeds be used? \_\_\_\_\_

Date donation needed? \_\_\_\_\_

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

Address: \_\_\_\_\_ City: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ Email: \_\_\_\_\_

Donation Requested: \_\_\_\_\_

How will donation be used? \_\_\_\_\_

If donation request is granted who is authorized to pick up the donation? \_\_\_\_\_

\_\_\_\_\_

**Office use only – please do not write below this line.**

Date received: \_\_\_\_/\_\_\_\_/\_\_\_\_

Received by: \_\_\_\_\_

Previous Request: \_\_\_YES \_\_\_NO

Approved by: \_\_\_\_\_

Donation Granted: \_\_\_YES \_\_\_NO

Invoice No. \_\_\_\_\_

If yes, donation of: \_\_\_\_\_

Comments: \_\_\_\_\_