



# Donation Request Form

The Black Dog Coffee Company, LLC

Please drop off, mail or email a copy of your request to:

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

The Black Dog Coffee Company, LLC  
 ATTN: Donation Request  
 1800 Charles Town Road  
 PO Box 73  
 Shenandoah Junction, WV 25442  
 office@blackdogcoffee.net

## Organization Information (please print or type)

Name of Person Making Request	
Name of Organization	
Address	
City	
State	
ZIP Code	
Type of Organization	School      Church      Rotary      Other Non-Profit: _____ Other Organization Type: _____
Telephone (business)	
501c(3) Tax Number	
E-Mail	

Type of Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Our Organization would like to receive a: (Select 1)

<input type="radio"/> Gift Bag / Basket / Card (Please circle your choice)	Pick-up Date*:
<input type="radio"/> Fresh Ground Coffee to brew for a fundraiser, Amt. requested: _____ LB	Pick-up Date*:
<input type="radio"/> Airpot of Brewed Coffee, number requested: _____	Pick-up Date:

\*For donations that will include fresh-roasted coffee, please ensure that the pick-up date will be within just a couple of days of your event to ensure the freshness of the coffee.

The Black Dog Coffee Company will try and accommodate requests as possible. Not all requests may be honored.

Thank you,

Brian Bircher and Jennifer Maghan  
 The Black Dog Coffee Company, LLC

<u>For office use only:</u>	Date Request Received: _____
Request received by: _____	Approved by: _____
Donation made: _____	Value: _____
Date picked-up: _____	By: _____