

**Williams Lumber is proud of our strong ties to the communities we serve.**

**With 7 locations, in four counties, Williams Lumber contributes to a wide variety of charitable organizations.**

Every request we receive is given careful consideration. However, given the large number of donation requests we receive, we regrettably cannot fulfill all requests and will only respond to those we can pursue.

**We ask that you make your request in writing (complete the form below, attach supporting documentation) at least three (3) weeks prior to your event/deadline.**

To better serve the entire community, your organization is eligible to receive a donation once in a 12 month period. Donations will be in the form of a Williams Lumber Gift Card (unless agreed otherwise) that can be used at any of our locations.

**This Form Must Be Completed In Full To Be Considered.**

**DONATION REQUEST FORM**

<b>REQUESTOR CONTACT INFO</b>	Name:	Phone Number:
	E-Mail Address:	
<b>ABOUT YOUR ORGANIZATION</b>	Name of Organization:	
	Tax Exempt: YES / NO (circle one)	Tax ID#
	Address:	
	City, State, Zip:	
	Phone:	Website:
	Primary Mission:	
Has your organization received a donation from Williams Lumber before? YES / NO (circle one)		
<b>EVENT INFORMATION</b>	Event Name:	Date:
	Description:	
<b>DONATION INFORMATION</b>	Type of donation being requested:	
	How will donation be recognized?	
	When are the donation items needed:	
	Address where donation should be mailed:	
	City, State, Zip:	
	Your signature: _____ Date: _____	
<b>Mail form to:</b> Williams Lumber & Home Centers, 6760 Route 9, Rhinebeck, NY 12572 Attn: Kimberley Williams <b>E-Mail to:</b> <a href="mailto:meme@williamslumber.com">meme@williamslumber.com</a> <b>Or Fax to:</b> 845-876-2586		