

Laguna Clay Company Donation Request Form

Laguna Clay Company is excited about ceramics benefiting communities. For a donation request supporting your event, please complete each section below and return it to:

Marketing@LagunaClay.com

Please read thoroughly:

This form needs to be FULLY completed for any consideration. Any form left with a blank section **WILL NOT** be processed (recipient will not receive an email asking for more information). This form **MUST** be printed, hand signed, scanned then emailed to Marketing@lagunaclay.com. Allow a minimum of 60 days for Laguna Clay Company to process your request. Limit of 1 donation per organization per year within a 12-month period. Please note, Laguna Clay Company **DOES NOT** donate monetarily. The applicant **MUST** provide a valid Tax ID or EIN. Laguna Clay does not donate more than \$700.00 (USDA) in supplies at our full retail price (applicant is liable to pay shipping cost and packaging fees). Laguna Clay Company reserves the right to modify this contract at any time. Applicant must provide image of valid Government Issued United States ID (school and membership cards are not valid forms of identification for this process).

Company Title of applicant : _____

Tax ID or EIN: _____

Name: _____

Billing address: _____

City, State Zip Code: _____

Phone Number(s): _____

Email: _____

Social Media links (FB,
Instagram etc.): _____

Wish List: You may request specific items, materials, or quantities. However, we reserve the right to alternatives. Be aware there is NO process of appeals.

Title of Event: _____

Location (Address): _____

Date(s) & Time(s): _____

Shipping Address (if different): _____

Description of event: _____

Description of how our donated products will benefit your organization or event:
(You **MUST** include Mock-up flyer for events, or applicable information to support donation)

Agreements: By accepting Laguna Clay Company's donation, you agree to the following:

I/ we agree to prominently display Laguna Clay Company name, logo(s) and website: LagunaClay.com, on all promotional advertisements, including publications, flyers and social media.

Handwritten Initials _____

I/we agree to submit documentation of said promotional advertisements, publications, flyers and social media to Laguna Clay Company in an electronic format. This submission must be complete prior to shipping date for approval. If requests are not met, we reserve the right to blacklist all associated parties indefinitely.

Handwritten Initials _____

I/we grant permission to Laguna Clay Company to use all submitted documentation of the event for any/all promotions, verifications, and legal purposes.

Handwritten Initials _____

Note: Laguna Clay Company is committed to the promotion of ceramics. We are frequently asked for donations and unfortunately, we are unable to honor all requests. Laguna Clay reserves the right to deny or cancel any request or approved donation without notification. We thank you for your interest in Laguna Clay products.

Handwritten Signature:

Electronic signatures are not valid

Date:

Please return completed, scanned document and
Valid ID to:
Marketing@LagunaClay.com

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Laguna Clay Office Use Only:

Comity initials of approval (3 minimum):

Date:

CEO Approval

Order Processed by:

Work Order #:

Customer Code:
