

# Charitable Request Form

The Garden Factory is committed to the community. If you are interested in receiving a donation and/or item from The Garden Factory, please complete the following form and a formal letter detailing your organization's event along with any other pertinent information and submit it to:

**The Garden Factory Inc.**  
**2126 Buffalo Road, Rochester, NY 14624**  
**Attn: Donation Request**  
**Fax # 585-247-6954**  
info@gardenfactoryny.com

*Please allow 2-3 weeks for us to process your request.*

Date of Request: \_\_\_\_\_ Event Date: \_\_\_\_\_

Organization Name: \_\_\_\_\_

EIN or Fed. Tax ID #, if applicable: \_\_\_\_\_

Address of Organization: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Organization Web Site: \_\_\_\_\_

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