

# 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. 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

## Please read thoroughly our rules and policies before applying:

This form needs to be FULLY completed for any consideration. Laguna Clay Company reserves the right to modify this contract at any time.

- We do not allow automatic recurring donations.
- Laguna Clay Company does not donate monetarily.
- Applicant is liable to pay shipping cost and packaging fees associated.
- Applicant must provide image of valid ID (school and membership cards are 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.

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Title of Event: \_\_\_\_\_

Location (Address): \_\_\_\_\_

Date(s) & Time(s): \_\_\_\_\_

Shipping Address (if different): \_\_\_\_\_

Description of event:

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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)

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**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.

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:

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Electronic signatures are not valid

Date:

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



**Laguna Clay Office Use Only:**

Committee initials of approval (3 minimum):

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Date:

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CEO Approval

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Order Processed by:

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Work Order #:

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Customer Code:

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