



DONATION REQUEST FORM

OUR MISSION

Continually develop a sustainable, local coffee company while contributing to our employees, community, and industry, by providing superior goods and services, doing so with passion, enthusiasm, and transparency.

Due to the high volume of donation requests, we ask the following procedures be honored:

- Email or mail in a completed donation request form for approval. We are sorry we are unable to accommodate requests received less than 2 weeks prior to the event.
- We accept requests from non-profit organizations only and do not grant donations to for-profit organizations or businesses. Please provide a non-profit tax ID number.
- Donations will be distributed on a first come, first serve basis until our monthly limit is reached. Priority will also be given to fundraising style events that encourage mutual promotion of Taylor Lane's values such as organics, community and sustainability.
- Donation of brewed product or condiments is not available.
- If you have any questions regarding this donation, having Taylor Lane participate at an event, or have an interest in our Fundraising program, please email donations@taylorlane.com

Today's Date: _____

Event Date: _____

Date for Pick-up ("Will Call" hours: M-F 8am-3pm only): _____

Organization & Event: _____

Tax ID #: _____

Contact: _____

Phone: _____

Fax: _____

Address: Email: _____

Description of Event, include flyer if available:

Items requested: _____

If you are serving the coffee, how many guests will you be serving? _____

How will the Coffee Be Brewed?

DRIP

PERCOLATOR

OTHER (specify) _____

Please return this form to:
Taylor Lane Organic Coffee
6790 McKinley St, Suite 130
Sebastopol, CA 95472
or email to
donations@taylorlane.com