

PRINCE OF PEACE ENTERPRISES INC.

FOR DONATION REQUEST

To request for an in-kind donation please fill up this form and submit it at Prince of Peace's Office **OR** email it to maisie@popus.com. Submission of incomplete form will not be considered. Hence, do ensure that everything relevant is filled up. To make sure there's sufficient time for approval and preparation of donation, do submit this form at least 1 month before the in-kind donation is required.

SECTION I: BUSINESS INFORMATION

NAME OF ORGANISATION: _____

BUSINESS TYPE:

☐ Business ☐ Government Organization ☐ School ☐ Non-Profit Organization ☐ Religious Organization ☐ Community Organization
☐ Family Association ☐ Others. Please specify: _____

ADDRESS:

Street Address: _____

City: _____ State: _____ Zip Code: _____

SECTION II: CONTACT PERSONNEL DETAILS

NAME: _____ **POSITION:** _____

CONTACT: Work Phone: _____ Cell Phone: _____ **EMAIL:** _____

SECTION III: REQUEST

TYPE OF REQUEST:

☐ Gift Baskets. Quantity: _____ ☐ Gift for Individual Attendees. Quantity: _____ ☐ Sponsorship
☐ Charity Sales. Quantity: _____ ☐ Others. Please specify: _____

WHEN IS THE REQUEST NEEDED BY? _____

TYPE OF EVENT: _____ **DATE OF EVENT:** _____

NO. OF EXPECTED ATTENDEES: _____ **ATTENDEES AGE GROUP:** _____

MIX OF ETHNIC GROUP (S): _____

TERMS & CONDITION

A. Strictly no sales of donation products

Strictly no donation products should be sold, unless prior approval is given.

B. Self-Collection of In-kind donation

In-kind donation is available only by self-collection from Prince of Peace's Warehouse.

Prince of Peace's Warehouse Address

Address: 751 N Canyons Parkway, Livermore, CA 94551

Working Hours: Monday – Friday, 8AM – 4PM (Closed for lunch from 12-1230PM)

Tel: (925) 292-3888

C. Receipt of Donations

Upon receipt of donations, we require donation receipts to be sent to Prince of Peace at maisie@popus.com.

Upon signing, you confirm that the information provided is accurate and agree to our terms & condition.

SIGNATURE: _____ **DATE SUBMITTED:** _____

FOR OFFICIAL PURPOSE:

RECEIVED BY: _____ **DATE RECEIVED:** _____

APPROVED BY: _____

APPROVED? _____ **COMMENTS:** _____