



1791 Vantage Hwy Ellensburg WA 98926 (509) 962-4000 or Fax (509) 962-1650

REQUEST FOR DONATION/READER BOARD MESSAGE

Organization name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Contact Person: _____ Phone: _____

Email address: _____

Organization Website: _____

Is your organization a nonprofit 501(c)3? _____ Federal Tax ID#: _____

Request type:

_____ **CASH:** Amount requested: \$ _____

_____ **ITEMS:** Complete list of items, including quantities, you are requesting for donation:

_____ **READER BOARD MESSAGE:** Brief sample of the message you would like to appear on

Electronic Reader Board: _____

Date, Time and Place of Event: _____

Detailed description of project, event, sponsorship or reason why you are requesting a donation: _____

Please turn filled out form back to a Knudson Lumber employee or you may e-mail it to cheryl@knudsonlumber or renee@knudsonlumber.com.

All donation requests will be reviewed and responded to within 10 business days