

DONATION REQUEST FORM 2011



We appreciate your interest in IveyCake and for your belief that our product is a good addition to your upcoming event. Donations and giving back opportunities are things IveyCake loves to be a part of. We carefully consider every donation request, although it is not possible for us to commit to all request we receive.

To help us in this process, we have developed criteria for the donation requests. Keep in mind, we have to book donation requests 6 months out (or more) in order to fulfill them.

PLEASE FOLLOW THESE STEP TO SUBMIT YOUR REQUEST:

Complete the form below.

Submit request 6 months (or more) prior to event.

Fax request to 615.942.9670 (or bring it by the Brentwood store)

Allow 2 to 4 weeks for review of requests.

Thank you again for your interest in using IveyCake for your event. We will review your information and if we can be of assistance, we will respond to you ASAP. If you do not hear from us, it is because we are unable to participate. Whatever the case, IveyCake wishes you the best with your event.

COMPLETE THE FOLLOWING:

Name

Date of Request

Phone Number

Email Address

Name of Event

Date of Event

Requested Number of Cupcakes Donated

Tax ID (required)

Internal Office Use Only:

Approved

Not Approved

Approved By

Approval Signature

Number of Cupcakes Donated

Special Notes

Brentwood : 782 Old Hickory Blvd. Suite 108 : Brentwood, TN : 37027 {phone} 615.942.6259 : {fax} 615.942.9670

Franklin : 100 4th Ave. North : Franklin, TN 37064 : {phone} 615.595.4353

{website} www.iveycake.com : {email} info@iveycake.com