



## **COMMUNITY GIFTING PROGRAM – ORDER REQUEST FORM**

### **PRIMARY CONTACT**

<b>Date</b>		
<b>Name</b>		
<b>Address</b>		
<b>City</b>		<b>Postal Code:</b>
<b>Email</b>		
<b>Phone</b>	(work)	(cell)

### **ALTERNATE CONTACT**

<b>Name</b>		
<b>Address</b>		
<b>City</b>		<b>Postal Code:</b>
<b>Email</b>		
<b>Phone</b>	(work)	(cell)

### **ITEM REQUESTED**

<i>ITEM</i>	<i>PRICE</i>
<input type="checkbox"/> Park Bench w/ plaque	\$1750

### **COMPLETION DATE REQUESTED**

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**PREFERRED LOCATION** (provide a text description and attach drawing/map if possible) – all locations require the approval of the City of Lethbridge.

- List multiple options if possible
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**DEDICATION** (Please Note: This wording will **NOT** appear on the plaque, it is for database purposes only).

To whom item is dedicated: \_\_\_\_\_

**PLAQUE INSCRIPTION** (maximum **4** lines / **24** characters/line (including spaces))

Line	Text
1	
2	
3	
4	

**PAYMENT METHOD**

Cash    Debit    Credit    Cheque (payable to City of Lethbridge)

Signature	
Date	

*Attach Signature, complete at payment, or print off form and sign if mailing*

\*A Tax Receipt will be issued for donations of \$20.00 or more.

If payment will be shared between multiple parties please fill out the amount and contact information for each individual receipt\*

**Receipt of \$1750.00 for the Primary Contact Only**

**Receipt for the Primary Contact in the amount of \$\_\_\_\_\_ as well as the following additional payees...**

<b>Amount</b>		
<b>Name</b>		
<b>Address</b>		
<b>Email</b>		
<b>Phone</b>	(work)	(cell)

<b>Amount</b>		
<b>Name</b>		
<b>Address</b>		
<b>Email</b>		
<b>Phone</b>	(work)	(cell)

<b>Amount</b>		
<b>Name</b>		
<b>Address</b>		
<b>Email</b>		
<b>Phone</b>	(work)	(cell)

<b>Amount</b>		
<b>Name</b>		
<b>Address</b>		
<b>Email</b>		
<b>Phone</b>	(work)	(cell)

**FOR INTERNAL USE ONLY**

Project Name (Dedicatee (Donor))	
Location Approval (sign+date)	
Tax Receipt Issued?	
Plaque(s) Order Date	
Work Order #/Date to Amenities	
Date Completed	
Asset ID / Date	