

BEFORE SUBMITTING YOUR REQUEST, PLEASE NOTE THE FOLLOWING:

- The request is for an in-kind donation; TPH Charitable Office does not provide monetary donations.
- The donation request directly supports a registered Canadian charity.
- The funds being raised, or services offered by the charity, will be applied solely within Canada.
- There is a minimum of 30 business days' notice to the date(s) the materials are required.
- The request is not being made by a religious or politically affiliated organization.
- The request is not for a gambling-related event.

CHARITY NAME _____

CHARITABLE REGISTRATION # _____ *As provided by Canada Revenue Agency*

CONTACT FIRST NAME _____ LAST NAME _____

PHONE # _____ EXT _____ EMAIL _____

ADDRESS _____

CITY _____ PROVINCE _____ POSTAL CODE _____

EVENT / PROJECT NAME _____

AUDIENCE DEMOGRAPHIC _____ # OF GUESTS _____

PRINT REQUIRED BY DATE _____ EVENT DATE _____

Are you a TPH client? YES NO If yes, account # or associated branch location _____

If no, why not? _____

Have you received print support from TPH Charitable Office in the last 2 years? YES NO

CHARITY / INITIATIVE DETAILS

Provide details about your charity and its goals.

PRINT DONATION DETAILS

Include any and all specific details of your request (colour/black & white, quantity, size, # of pages, single/double sided, paper weight).

Should TPH Charitable Office choose to donate the print requested, the donation will not reflect or include the following:

- Time taken to design the request at our branches if submitted artwork/files are not print ready
- Installation of any items at an event; relevant for items such as bar wraps, vinyl decals etc.
- Shipping/courier costs
- Hardware for teardrop stands, media walls, step and repeats etc.

Please email this completed form to **printdonations@tph.ca**