

FILL THIS OUT



PUTNAM MARKET
www.putnammarket.com
518.587.FOOD

about your organization

Name of your organization:

Please submit a copy of your 501(c)3 exempt certificate.

Has it received a donation from Putnam Market, Inc. in the past?

Your relationship to the organization:

Organization's Executive Director:

about the donation

The event at which the donation will be used:

The event's goal:

This request is for (circle one): *donation* *special pricing*

What will the donation be used for?

auction *prize* *refreshments*
other:

If requesting refreshments, how many people do you wish to serve with the Putnam Market contribution?

Recognition in return for our contribution:

(program listing, signage, website presence, etc.)

logistics

Date and time needed:

Who will pick it up?

Your name, phone, and e-mail:

Today's date:

DONATION REQUEST

the best food and wine store between manhattan and montreal

We have two storefronts

Our business, Putnam Market, Inc., is made up of Putnam Market and Putnam Wine. **We are one company.**

We do business in Saratoga Springs

Our **Charitable Mission** is to make significant contributions to the health, educational, and cultural fabric of **our community**. There are many causes worthy of support. We focus our resources in a few areas to maximize our impact.

How Putnam Market gives

We consider donation requests from non-profit organizations in **Saratoga Springs** that meet our **Charitable Mission** guidelines. Preference is given to local charities supported by our **regular customers**.

Giving Guidelines

We only give to organizations that are tax-exempt under Section 501(c)3 and have valid tax exempt certificates.

We cannot give to: Organizations without a non-profit status; Political organizations, campaigns, or candidates; Religious or Lobbying groups; Travel funding or Volunteer recognitions

How to apply for a donation

If your request fulfills the above requirements, fill out this form and give it to Cathy a minimum of 6 weeks prior to your event.

Special Pricing for 501(c)3 Organizations

We cannot make donations to all the worthy causes that need them. We are pleased to offer a number of products for use in fundraising events at a **25% discount** through a **Special Pricing Program** created solely for qualified 501(c)3 organizations.

catering*

Stuffed Bread Display
Cheeses for Everyone
Dim Sum Platter
Tex-Mex Chips & Dip
Putnam Meatballs
Sweet Temptations
Cupcake Platter

gift baskets*

The Saratoga Spectacular
Lasting Impressions
The Celebration
Viva Italia!
Stonewall Kitchen Selection

\$100, \$50, \$25 gift cards

*see our Catering Menu and Gift Basket Menu for descriptions & retail pricing

wine (selection varies according to inventory; 60 five-ounce glasses per case)

Sparkling Wines estimated special price \$XX-\$XX per case
Dry Whites estimated special price \$65-\$85 per case
Dry Reds estimated special price \$90-\$110 per case

please allow 6 weeks
for a decision on your donation request.

Putnam Market, Inc.
435 Broadway Saratoga Springs, NY 12866
orders@putnammarket.com