

## GUIDELINES FOR REQUESTING DONATIONS

We are proud to donate to qualified 501(c)(3) charitable organizations in need of printing, copying, or mailing services. In order to ensure that we have the proper information to evaluate and process your request, please follow the guidelines listed below.

- Requests must be submitted a minimum of 30 days prior to a print deadline.
- If you have a print deadline, please allow until that date for a response. Otherwise, an answer will be sent at least 30 days prior to your event.
- A copy of your group's 501(c)(3) determination letter is required at the time your request is submitted. A sample of this letter is included in this packet.
- Requests and materials are only accepted if this form is completed in its entirety and submitted with a 501(c)(3) determination letter.

In order to make best use of our resources, and provide the greatest impact to the communities we serve, Quik Print places an emphasis on supporting the following areas of charitable focus:

- Organizations that aid Families Facing Serious Illnesses
- Programs and organizations that provide support for our Military and their Families
- Organizations focused on developing Youth Leadership
- Organizations that assist in Disaster Preparedness and Response
- Programs that will foster action and create ideas to benefit our planet

Please also note that we are generally unable to support the following types of requests:

- Organizations that discriminate based on race, age, color, religion, sex, sexual orientation, gender identity, national origin, marital status, disability, veteran status, or other legally protected status.
- Individuals independently raising money for the non-profit. This includes racers or bikers needing pledges or money raised for charitable organizations.
- Individuals seeking assistance for personal travel to mission trips, conferences, reunions/anniversaries, races, contests, competitions.



# Donation Request Form

*All donation requests should be sent to [info@qpaustin.com](mailto:info@qpaustin.com)*

## ORGANIZATION INFORMATION

Organization/Agency Name: \_\_\_\_\_

Project Name: \_\_\_\_\_

Mission of Organization/Agency: \_\_\_\_\_

501(c)(3)/Tax ID Number (EIN): \_\_\_\_\_

## PRIMARY CONTACT INFORMATION

Contact Name: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Street Address: \_\_\_\_\_ City, State Zip: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

## EVENT OVERVIEW

Event Description: \_\_\_\_\_

Event Date: \_\_\_\_\_

## DONATION REQUEST

Please list all donation items requested: \_\_\_\_\_

What will be the primary use of donation? \_\_\_\_\_

What would be the benefits to Quik Print? (circle any that apply)

Presence on Sponsor Boards

On-Site Signage

Logo in Event Programs

On-Site Mentions (PA Announcements)

Inclusion on Website

Other

DEPARTMENT OF THE TREASURY  
INTERNAL REVENUE SERVICE  
P.O. BOX 2508  
CINCINNATI, OH 45201  
Date: January 15, 2012

Employer Identification Number:  
20-8118895  
DLN: 61188073  
Contact Person: Timothy Miller  
Contact Phone: 877-929-5467

Paralysis Foundation  
C/O John Carter  
3543 Main Street  
Austin, Texas 78701

Dear Applicant:

This is in response to your request of January 15, 2012, regarding your organization's tax exempt status.

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code.

Our records indicate that contributions to your organization are deductible under section 170 of the Code, and that you are qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106, or 2522 of the Internal Revenue code.

If you have any questions, please call us at 877-829-5500.

Sincerely,

Robert Choi  
Director, Exempt Organizations  
Ruling and Agreements