VILLAGE OF EPHRAIM BENCH DONATION FORM

- *Please provide all information requested.*
- *Please submit the completed form and payment to the Village Administration office.*
- ***Email:*** *office@ephraim.wi.gov*
- ***Postal address****: PO BOX 138, Ephraim, WI 54211*
- *Donations that can be used for public purposes are tax-deductible.*

- **PLEASE PRINT LEGIBLY- DONOR INFORMATION (Your tax receipt, if applicable, will be issued in this name):**

NAME: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE(S)_____**EMAIL**: _____

- **PLEASE SELECT FROM THE FOLLOWING – there are limited quantities of each available:**

  □ Bench $950

  □ Cast Bronze Plaque $230 (see details below)

- **REQUESTED ENGRAVING OF CAST BRONZE PLAQUE FOR BENCHES AND TABLES:**

  8" w x 2"h: Up to three lines of text (2 lbs.) (20 maximum characters/line) $230

Language is subject to approval. All uppercase characters. Character heights are determined by the amount of text. A plaque can be added to the upper rail of the bench and the outward-facing frame of the picnic tables

TOTAL DUE: | $

PAYMENT DETAILS:

□ Check – Please make payable to the Village of Ephraim. In the memo field, please note the item you wish to donate.

I/we request that the Village of Ephraim consider this donation. I/we understand that the Village does not accept requests for bench location placement, nor can a location be guaranteed. The Village cannot guarantee a length of service for the bench. The Village is unable to repair the benches. When the Village determines that a bench is no longer fit for service, it will be offered back to those who donated the bench.

Signature: _____ **Date:** _____

Please call the Village of Ephraim Administration Office with questions and concerns at 920-854-5501. Send the form and payment to the Village of Ephraim Administration Office at PO BOX 138, Ephraim, WI, 54211

Procedure:
1. Please complete and return the donation form to the Village of Ephraim with the amount due.
2. The office will confirm that your desired item is available (quantities are limited).
3. The office will return your check and form if there are no items available for donation.
4. There will be no guarantee of placement.

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FOR INTERNAL USE ONLY

Form received by: _____

Date Received: _____

Donation approved: _____

Date Approved: _____

Plaque ordered if applicable: _____

Plaque received if applicable: _____

NOTES: