

Donation Form



Do you want to eliminate excess inventory quickly and easily? Donate it to NAEIR and get an above cost income tax deduction. Just follow these simple steps:

1

Tell us what you want to donate.

List your merchandise in the form below or on your own form. Please include complete contact information, quantities, a brief description, and retail dollar values. If possible, send descriptive information, such as catalogs, brochures, or tear sheets. Samples are also very helpful. Once you have collected everything, send it to us by mail, fax, or e-mail:

Mail: Corporate Relations, NAEIR, 560 McClure St., Galesburg, IL 61401 Fax: 1-309-343-0862 E-mail: donor@naeir.org

2

Let us review and approve your merchandise.

We'll contact you to confirm receipt of your list. Then our Donation Review Committee will review your donation. Once approved, we'll fax or e-mail a confirmation letter to you, along with detailed information on processing your donation. NOTE: Please DO NOT SHIP until you have received our confirmation letter.

3

Ship your merchandise to us.

Ship your merchandise prepaid to our Galesburg, IL warehouse (freight costs may be deductible; consult your tax adviser). If you prefer, our Traffic Department can coordinate your shipment at economical rates. Collect shipments are accepted only when NAEIR manages your shipment. NOTE: You must fax a packing list prior to shipping.

4

Receive your above cost federal income tax deduction.

We will send you the paperwork required by the IRS for income tax reporting purposes within 14 days of receiving your merchandise and a final list of the donation.

Name/Title				Date		
Company				Fiscal Year End		
Address	City	State	ZIP			
Telephone	Fax	E-mail				
Signature						

Quantity	Brief Description	Retail Value Per Item	Total

<input type="checkbox"/> Catalogs Enclosed	<input type="checkbox"/> Samples Enclosed	<input type="checkbox"/> Additional Pages Attached	Grand Total	
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FAX TO: 1-309-343-0862
Questions? Need help? CALL 1-800-562-0955
NAEIR • 560 McClure Street • PO Box 8076 • Galesburg, IL 61402-8076