



Plano Molding Co.
431 E. South Street
Plano, Illinois 60545

Dear sir or madam:

Thank you for contacting Plano Molding Company for your donation request. We appreciate your interest in our products! Listed below are our guidelines for donation request submissions. Please make sure to adhere to these guidelines for your request to be considered.

We look forward to hearing from you!

Donation Request Submission Guidelines

- **Format:** All donation requests must be submitted in writing (email or physical letter) on the organization's letterhead. The following information is required for your donation request to be considered: the date of the event, purpose of the event/cause, type of event, and the specific donation you are requesting. Optional information includes: any supporting tax documents, fliers and any other information relevant to your cause/event.
 - You may email us at: donations@planomolding.com. Please type "Donation Request" in the subject line and include the date of your event.
 - Our mailing address is: 431 E. South Street, Plano, IL 60545. Mark the letter, "Attn: Donation Request" and include the date of your event.
- **Timeline:** All donation requests must be submitted at least 4 weeks prior to the date of your event. This allows time for the request to be reviewed and leaves adequate shipping time, if a request is granted.
- **Follow up:** We apologize but we cannot reply to every donation request that we receive. We receive numerous requests throughout the year and would love to support every cause. However, due to budgetary constraints, we cannot. The goal of these submission guidelines is to ensure that all groups receive our support equally.

We wish you the very best of luck with your event!