

TRADE REQUEST FORM

Crown Point Enterprises is a community minded organization. Every year, we are able to assist organizations and groups seeking products and services to help in making an impact. Although it is impossible for us to accommodate every request, we review each on a regular basis to determine the benefits that most closely align with our company's objectives.

This application must be returned to whitney@allparty.com at least 90 days prior to your event date. All trade proposal packets and agreements must be sent with request form.

| Event Name: | | | | |
|------------------------------------------------------------------------------|-------------------------------|------|--|--|
| Event Date: | | | | |
| Event Location: | | | | |
| Event Description: | | | | |
| Organization: | | | | |
| Contact Person: | | | | |
| Phone: | Email: | | | |
| Mailing Address: | | | | |
| City: | State: | Zip: | | |
| Have we traded in the past? | YES / NO | | | |
| Items to be traded: | | | | |
| Items to be used for: | | | | |
| Delivery: YES / NO | If so, date/time of delivery: | | | |
| Pick up: YES / NO | If so, date/time of pick up: | | | |
| Due to the number of requests, a submitted form does not guarantee approval. | | | | |

| , | OFFICE USE ONLY | |
|-----------------------|---------------------|-----------------|
| Date Received: | | |
| Trade Request Filled: | YES / NO | 1 |
| Reservation: | Donated Value: | |
| Manager Initials: | Marketing Initials: | Sales Initials: |