



## Japan Earthquake Relief Efforts: Product Donor Registration Form

Giving Hand is the link between donor companies and recipient charities. While our donation management services are **free**, we appreciate donors assisting us with logistics if it is possible. Your support is appreciated.

Please follow these steps to start the product donation process:

### PRODUCT DONOR INFORMATION & AGREEMENT

The company noted below promises to donate the inventory described in this agreement and on the accompanying inventory list to Giving Hand.

**Company Name** \_\_\_\_\_

**Contact Person/Title** \_\_\_\_\_

**Address** \_\_\_\_\_

\_\_\_\_\_

**Tel** \_\_\_\_\_ **Fax** \_\_\_\_\_

**Email** \_\_\_\_\_

**Authorized Company Representative** \_\_\_\_\_

**Title** \_\_\_\_\_

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**DONATION FAIR MARKET VALUE**

U.S. Dollars \_\_\_\_\_ or Chinese Yuan \_\_\_\_\_ or HK Dollars \_\_\_\_\_  
(What the recipient charity would pay for this product in the normal marketplace. This information is used to provide your company's tax documentation.)

**TIMEFRAME**

When will your company be ready to make the donation? \_\_\_\_\_

**DONATED TRANSPORTATION**

Would your company be willing to donate shipping for this donation? \_\_\_\_\_

**DISTRIBUTION**

Where can this donation be distributed?

Only Sichuan     Only China     Specific Country \_\_\_\_\_

**DESCRIPTION**

Provide a brief description of the donation and attach an inventory list and additional product information such as website descriptions, catalogs, etc.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Important Notice: Giving Hand encourages the donation of products classified for consumer use. If your donation does not fit this classification, please check the box.** If this has been checked a representative from Giving Hand will need to discuss and confirm our acceptance of the donation. Products that do not fit the consumer use classification which are shipped by the donor without prior approval by Giving Hand will be returned to the donor and all charges incurred will be forwarded to the company for payment.

**HAZARDOUS MATERIALS**

No hazardous materials will be accepted.

**PRODUCT EXPIRATION DATE**

Does the product you are donating have an expiration date or a time date? If yes, what is the expiry date? \_\_\_\_\_

**QUANTITY**

Pieces \_\_\_\_\_

Pallets \_\_\_\_\_

Cartons \_\_\_\_\_

Weight \_\_\_\_\_

Cubic Feet \_\_\_\_\_

Truckloads \_\_\_\_\_

### TYPE OF PACKAGING

- Shrinkwrap    Loose    Pallets    Single Unit Packs    Mixed/Assorted Unit Packs  
 Others \_\_\_\_\_

### SHIPPING CONTACT INFORMATION

If your donation's point of origin is different than the address listed above, please complete the section below.

Company Name \_\_\_\_\_

Contact Person/Title \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Tel \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

### FIRST DONATION WITH GIVING HAND

**If this is your first donation with Giving Hand, please complete this section.**

How did you learn about Giving Hand?

- Referred by another company (Please specify \_\_\_\_\_ )  
 Article in a publication (Please list publication name \_\_\_\_\_ )  
 Web site (Please specify \_\_\_\_\_ )  
 Business Association (Please specify \_\_\_\_\_ )  
 Received a mailing or a call from Giving Hand  
 Others \_\_\_\_\_

### TAX DEDUCTION REQUEST

Please request a tax deduction in advance of your donation. Many NGOs in China cannot issue tax deductions, so knowing in advance is extremely important:

- US tax deduction    China tax deduction

*Please note: No tax deduction is available for product donations.*

Donated goods will be distributed by Giving Hand to charities serving the ill, needy and youth; used strictly for their charitable purposes; and will never be sold, traded or bartered, or used for raffles or auctions, unless the goods are donated specifically for an auction. Any goods received from Giving Hand will not be used with the intention or knowledge that the products will be used to commit a terrorist act. As soon as your donation is received Giving Hand will send you the documentation required for the appropriate tax deduction.

**Thank you very much!**