# Two Easy Ways to Request Product Donations

## 1. ONLINE

**If you have placed a donation request before:**

1. Browse our digital catalog and product donation program.
2. Carefully review eligibility requirements and product restrictions.
3. Place your donation request.
4. Pay via credit card or check payable to TechSoup.

**If you are placing a donation request for the first time:**

1. Join or login to TechSoup.
2. Register your organization. (If already registered, do not re-register. Please contact us with any questions.)
3. Follow steps on left column.

**For more help, visit our online FAQs, Contact Us page, or request assistance via our Need More Help page.**

## 2. MAIL/FAX

Fill out the form and mail or fax to the information located on the bottom right. Please **print clearly** and **complete the donation request form:** missing information may delay your donation request. If you are placing a donation request for the first time, include a copy of your valid 501(c)(3) documentation.

| PRODUCT NAME | QTY. | ADMIN FEE |
|---|---|---|
| | | |
| | | |
| | | |
| | | |
| | | |
| | SUBTOTAL: | |
| | SHIPPING: | |
| | TOTAL: | |

**Shipping Method (After Processing):**

☐ UPS ground: no fee ☐ 3-day select: $10
☐ 2nd-day air: $20 ☐ Next-day air: $30

Mail/fax requests take 3-4 weeks for processing. Expedited shipping not available for Microsoft, Cisco, NPC, and RCI product donations. Many products are fulfilled electronically (labeled ESD) and are not physically shipped.

All downloadable products labeled ESD cannot be returned. We do not accept purchase orders.

ORGANIZATION _____ EIN/TAX ID NUMBER _____

CONTACT PERSON _____ TITLE _____

STREET ADDRESS **(WE CANNOT DELIVER TO P.O. BOXES)** _____

CITY _____ STATE _____ ZIP CODE _____

PHONE (REQUIRED) _____ FAX _____ EMAIL (REQUIRED) _____

TYPE OF ORGANIZATION _____ ANNUAL BUDGET _____

NAME AS IT APPEARS ON CREDIT CARD _____ CREDIT CARD TYPE (VISA, MC, AMEX ONLY) _____

CREDIT CARD NUMBER _____ EXP DATE _____

CREDIT CARD BILLING ADDRESS (IF DIFFERENT FROM ABOVE) _____

CITY _____ STATE _____ ZIP CODE _____

**Address**

TechSoup
Attention: Fulfillment Dept.
435 Brannan Street, Suite 100
San Francisco, CA 94107

**Fax**

415-633-9414