

1) Online

TWO EASY WAYS TO REQUEST DONATIONS!

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If you are ordering for the first time:

1. Join or log in to TechSoup.
2. Register your organization. (If your organization is already registered, do not re-register your organization. Please contact us with any questions.)
3. Place your donation request.
4. Fax or mail a copy of your 501(c)(3) or Canadian government documentation[†] if you are a nonprofit.

 For more help, visit www.techsoup.org/stock/gettingstarted.asp

2) Fax/Mail

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Fill out the form below and fax or mail to the address below. Please **print clearly and be complete**: missing information may delay your donation request. If you are ordering for the first time, include a copy of your valid 501(c)(3) or Canadian government[†] documentation.

PRODUCT NAME	QTY.	PRODUCT ID	ADMIN FEE

Shipping Method (After Processing):

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

Fax/mail requests take 2-3 weeks for processing. Expedited shipping not available for Microsoft, Cisco, VeriFone, and Canadian orders. Many products are fulfilled electronically and are not physically shipped.

All Microsoft Software Donation Program offerings (except certain server products) require a minimum of 5 seats (licenses) per order.

San Francisco nonprofits: add 8.50% tax (local & state).

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[†] Confirmation of Registration Letter from the Canada Revenue Agency or federal, provincial, or territorial registration.

SUBTOTAL:

SHIPPING:

SALES TAX:

TOTAL:

ORGANIZATION ID: CHOOSE LETTERS AND NUMBERS YOU CAN REMEMBER. DO NOT USE SPACES OR SPECIAL CHARACTERS. THIS ORG ID CANNOT BE MODIFIED ONCE CREATED.

PASSWORD: SEVEN ALPHANUMERIC (LETTERS AND NUMBERS) CHARACTERS MINIMUM.

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 THAN ABOVE)

CITY

STATE

ZIP CODE

Customer Service Representatives are available for all your questions about placing donation requests, but are unable to take orders over the phone.

Contact us at: **TechSoup Stock • Phone 800.659.3579 x700 • Fax 415.633.9444**
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