



A to Z Equipment Rentals & Sales  
Since 1960 • 4 locations in the Phoenix Metro Area  
PHOENIX • N. PHOENIX • EAST VALLEY • WEST VALLEY  
WWW.A-ZEQUIPMENT.COM

## DONATION REQUEST/SPONSORSHIP FORM

**Thank you for your interest in A to Z Equipment Rentals & Sales. All donation & sponsorship requests will be carefully considered, however, based on the high volume of requests, we do have some specific donation policies below.**

### OUR DONATION GUIDELINES:

- We ask for at least 30 days notice of any donation request, but advise as much notice as you can give. Donations are handled on a first come-first serve basis. Because of the volume of requests we receive, please make your request early.
- We can only consider donation requests submitted on this form. We cannot handle requests by phone or at the counters.
- Generally we cannot donate delivery or set up; your organization should arrange for pick up & return of all equipment. We cannot donate linens, lifts or trailers.
- Extra consideration will be granted to organizations or persons offering us exposure at their event
- We must have a credit card on file-you may bring a credit card at the time you pick up your equipment. Your card will not be charged at that time-it is our surety that the equipment is returned in good order & at the arranged time.
- All of our regular rental policies apply to all donated or discounted equipment, please read your rental contract carefully to prevent misunderstandings.
- Contact person named below must be in attendance on day of event.

Organization Name \_\_\_\_\_

Date\_\_\_\_\_

Name & nature of event \_\_\_\_\_  
\_\_\_\_\_

Event date, time(s) & location \_\_\_\_\_

What days will you be picking up & returning the equipment? \_\_\_\_\_ Expected attendance \_\_\_\_\_

Contact person \_\_\_\_\_ Contact person phones(s) \_\_\_\_\_

Contact person email address \_\_\_\_\_

Equipment requested \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Has A to Z Equipment donated to your organization before, and when? \_\_\_\_\_

How will A to Z Equipment be recognized for its contribution? \_\_\_\_\_  
\_\_\_\_\_

Please complete this form, and submit to "rsanders@a-zequipment.com" or fax to 480-558-4118. You will hear from us within 2 weeks in most cases. All requests will be evaluated in the context of our budget for donations, our company image and priorities, geographical relevance to our market area, and equipment availability at the time the event is taking place. Please note that A to Z Equipment Rentals & Sales receives a significant volume of requests, and is therefore unable to accommodate all, no matter how much we might like to do so. In some cases, where an outright donation is not possible, a discount on equipment may be offered at the sole discretion of A to Z. However, in all cases, our decision is final.