



Nourishing the Quality of Life

BALLARD MARKET

Dear _____,

Many thanks to your organization / group for joining the Ballard Market Community Donation Program. There are a few simple procedures for you to follow to ensure that we can return the refund on your receipts to you as promptly as possible.

Instructions:

- a) Receipts must be from the Ballard Market only.
- b) Receipts for purchases made prior to your group / organization's joining date to the Community Donation Program will not be accepted.
- c) Please use the SubTotal (Total before any taxes) of each receipt submitted as refunds cannot be made on the sales tax.
- d) When using an adding machine, attach a separate machine tape for each bundle of receipts. Using spreadsheet software such as Excel is also acceptable.
- e) Attach an summary sheet to the outside of the envelope/bag that the receipts are returned in, giving the total of all of the credit you are eligible for.
- f) We encourage that your submission total a minimum of \$5,000 of eligible receipts.

Once approved by our Bookkeeping dept, a check for the amount of 1% of eligible receipts will be mailed to your group / organization's address on file. Please be sure to update any contact info along with your submission.

Thank you for your help and cooperation in our Community Donation Program!

1400 NW 56th St.
Seattle, WA 98107
P: 206-783-7922 F: 206-781-0847