

All requests for complimentary Corporate Gifts must be made in writing. A minimum of one week may be required to process the request. The maximum dollar amount for each request is \$50.00, excluding taxes. Items are provided to any one individual, business, community group or organization only once per year.

Requests are assessed in accordance with the following criteria, and in consideration of funds available:

- Requests from non-profit community groups are given priority over requests from business or individuals
- Events attracting participants from other provinces or countries are given priority over events attracting local participants
- Priority is given to events with an established publicity program
- Requests for Corporate Gifts to be used for resale cannot be approved
- Requests for Corporate Gifts to be used as prizes or to be auctioned/raffled at a fundraising event will be considered
- Agreement by the requestor to recognize the contribution/donation from the Region of Peel

Please complete the following and return by mail or fax to: **Access Peel, 10 Peel Centre Dr., 1<sup>st</sup> Fl., Brampton, ON L6T 4B9, Fax: 905-791-7871.**

Date of Request: \_\_\_\_\_ Name of Organization: \_\_\_\_\_

Type of Organization:                       Non-profit                                       Profit

Type of Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Participants of Event:                       Local       Provincial                       Other \_\_\_\_\_

Does the event have an established publicity program?       Yes                       No

The Corporate Gift(s) will be used for:       Prize       Auction/Raffle                       Other \_\_\_\_\_

Item(s) being requested: \_\_\_\_\_

How did you hear about our Corporate Gift Program? \_\_\_\_\_

Contact Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Delivery Address: \_\_\_\_\_

Requested Delivery Date: \_\_\_\_\_

The Requester agrees that the Corporate Gift(s) received will not be used for resale purposes, and that the benefiting organization will recognize the contribution/donation from the Region of Peel at the specific event or occasion.

Signature of Requestor: \_\_\_\_\_

**To obtain more information about the Region of Peel's Corporate Gift Program, contact Access Peel at 905-791-7800 ext. 4636 or log on to [www.region.peel.on.ca/contactus](http://www.region.peel.on.ca/contactus)**

Corporate Gift(s) Supplied: \_\_\_\_\_

Date: \_\_\_\_\_ Initials \_\_\_\_\_