



**CORPORATE BENCH DONATION ORDER FORM**

Name \_\_\_\_\_ Email \_\_\_\_\_

Address, City, State, Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

In which park, or along which trail do you prefer the bench be placed? \_\_\_\_\_

The stone bench will be engraved, up to 30 characters. Please print the engraved message in box below. The Springfield – Greene Country Park Board reserves the right to reject and/or modify the message.

**Conditions**

- Price \$800. Solid, natural stone, approximately 18” x 38”. See attached photo.
- A specific location within a park may be requested, however location is subject to approval by Park Board, and may be modified in order to conform to the park planning.
- Installation will occur during seasonal construction period by Springfield-Greene County Park Board staff. The bench is set upon a concrete pad.
- Handcrafted benches with custom engraving are considered special order and delivery time may be as long as two months from time order is placed.
- Your donation covers the cost of the handcrafted bench, engraving as approved, delivery and installation of the bench.
- The Springfield-Greene County Park Board is not responsible for damages or destruction of bench once installed.
- In accordance with IRS regulations, this is considered a tax-deductible donation.
- Multiple bench discounts available

Donor Signature: \_\_\_\_\_

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

Park Approval: \_\_\_\_\_

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

***For Office Use Only***

Engraved Copy Approved:  Y  N By: \_\_\_\_\_ Date: \_\_/\_\_/\_\_\_\_ Donor notified if No: \_\_\_\_\_ (Date \_\_/\_\_/\_\_)  
 Bench Placement Approved by \_\_\_\_\_ Date: \_\_/\_\_/\_\_\_\_

Payment Amount \$ \_\_\_\_\_  
 Check # \_\_\_\_\_ Rec'd: \_\_/\_\_/\_\_\_\_

Bench Cost \$ \_\_\_\_\_  
 Engraving Cost \$ \_\_\_\_\_  
 Installation \$ \_\_\_\_\_ (labor/material)

Delivery Date \_\_/\_\_/\_\_\_\_  
 Donor Notified \_\_/\_\_/\_\_\_\_ By: \_\_\_\_\_

Installation Date \_\_/\_\_/\_\_\_\_

