



Donation Requests Guidelines

Thank you very much for your inquiry regarding a donation of bread from Acme Bread Co.

Please review the following company restrictions:

- **We do not allow organizations to feature Acme Bread Co. on their event pamphlets or websites or in any other type of communication unless permitted in writing.**
- **Some Acme Breads include allergen ingredients.**
- For scheduling purposes donation requests must be received at least a week in advance of your pick-up dates.
- All donations consist of extra bread from a given day's production, so that the quantity and type of bread will not be known in advance. We do not make donation of pastries. If you wish to state a preference for a certain type of bread we can make an effort to accommodate your request, depending on our overbake supply.
- If you need to receive specific amounts and types of bread we will place a special order for you at retail pricing and request that you pay for the bread 2 weeks in advance of the pick-up date.
- We do not accept credit cards or cash payments. Please pay by check or money order.
- Donations are bagged and available for pickup daily after 10 am. If you need the bread earlier, you may pick up your donation the day before your event.
- Bread for donations is placed in brown paper bags. We do not use plastic bags or bags with handles.
- An organization may receive up to two donations from Acme Bread Co. per calendar year.
- We do not slice bread.
- We do not deliver donated bread.
- We do not allow donations to be picked up using a pickup truck. We request that the bread is picked up in a clean and closed vehicle to prevent cross contamination.

For bread donation requests within the East Bay/North Bay area please email us a letter on your organization's letterhead to donations.berkeley@acmebread.com that includes:

- The date of your event
- Contact name
- Telephone number
- Pick-up time desired
- The tax ID # for your organization.
- The beneficiaries of the proceeds from your event
- The number of participants you expect to feed and in what capacity (sandwiches, cheese board, table bread etc.)

For monetary donation requests, raffle prizes or gift certificate requests, please mail your donation request letter from your organization along with a **self-addressed envelope** to the Acme Bread Company, attn.: Donation Request, 2730 Ninth Street, Berkeley, CA 94710