



## 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 month 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 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 between 2pm and 4pm. 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 San Francisco/Peninsula area please email us a letter on your organization's letterhead to [donations.ssf@acmebread.com](mailto:donations.ssf@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.)

We do not issue cash donations or gift cards.