



Request for Product Sample Donation

Product sample donations are limited to non-profit organizations that qualify under Internal Revenue Code (IRC) Section 501(c)(3).

Each request for a product sample donation from Chattem, Inc. must be in writing with the following information:

1. Name of requesting organization.

2. Please explain how the product donation will be used and distributed to those in need and how the product donation will help to further the philanthropic objectives of the requesting organization. Please be specific.

3. Name of the person requesting the donation and contact information (include mailing address).

4. Attach a copy of letter from IRS noting the organizations 501(c)(3) tax status.

5. Number of samples requested – please specify brand name of product as well as quantity. (e.g. Gold Bond Lotion, 100):

6. Date samples needed:

Please note that all requests for product sample donations must allow 15 business days from date the request is approved by Chattem, Inc. before the product will be available for pickup. Chattem will not deliver or ship product; product must be picked up at our offices located at 1715 West 38th Street, Chattanooga, Tennessee.

This form is for donations of sample products only.

If your request is approved, you will receive confirmation from Chattem. We regret that we are unable to honor all requests. Due to the large number of requests received, donations are generally limited to qualifying 501(c)(3) organizations in Chattanooga and the surrounding area.

Upon completion, please fax this form to 423-821-0395, Attention: Chattem Donations.

Submitted by:

Date:

Approved by: _____
(for Chattem, Inc. use)

Date: _____