

PORTLAND ROASTING COFFEE / DONATION MEMO

TO: DONATION RECIPIENTS

FROM: PORTLAND ROASTING COFFEE

Thank you for your interest in Portland Roasting Coffee. We are happy to fulfill your donation request. When we share our product with the community, we ask organizations, schools, and event planners to post our signage and logo when and where appropriate, so we can reach potential fans of our coffee.

Please read through the following list of materials we provide, and let us know if you have questions:

- We have included our logo for you to post on your web site if you have a place where you promote partners or donors. Linking back to our site is appreciated.
- Our company boilerplate is enclosed as well. Use this where appropriate to describe our company.
- Please consider mentioning us in your communications vehicle, i.e., newsletter. A simple nod to Portland Roasting with our website listed as well as a mention of our donation would be appreciated.
- We have wooden block posters that are available for events where PRC coffee might be served. These small wooden blocks provide coffee descriptors and can be placed on dining tables or display tables.
- Our sustainability initiatives flyer is enclosed in a laminate frame. Please place this where space allows.
- Farm Friendly brochures. Please feel free to use these brochures in areas/events that provide table space. These are also helpful to insert in auction baskets or other places where you are providing 12-oz bags of PRC coffee.
- We provide a variety of coffee brewing/serving accoutrement depending on the brewing method.

If there are other opportunities that allow for cross promotion of our product and your organization, please feel free to contact us regarding. We are happy to be a part of your efforts.

PORTLAND ROASTING *Coffee*

WWW.PORTLANDROASTING.COM