



Shop 'n Save Warehouse Foods, Inc.
a SUPERVALU Company

10461 Manchester Road
PO Box 220068
Kirkwood, MO 63122
314-984-0900

Dear Shop 'n Save Customer,

Shop 'n Save receives hundreds of request each year from organizations requesting donations. Every attempt is made to honor as many requests as possible, but unfortunately we can not honor all requests. If your organization would like to request a donation for an upcoming event please follow the guidelines below:

- All requests must be received in writing at least 2 weeks prior to the event or need. Requests may be mailed to:
Shop 'n Save
Attn: Ms. Pat Douglas
P.O. Box 220068
Kirkwood, MO 63122
- The request should be on the organizations letterhead
- The request needs to include a brief explanation of the event and who will benefit from it, the date of the event and a contact person's name, address and phone number
- All requests are considered and if a donation can be made, it will be mailed prior to the event
- Most donations are in the form of a Shop 'n Save gift certificate – usually \$25.00
- If a donation requires food product, totes, plastic or paper bags etc., you will be contacted and referred to a store near you
- Donations are limited to one per year per organization
- We do not send out denial letters

For further information, please contact the Shop 'n Save Service Line at 314-984-1555 or from Illinois 1-800-428-6974

Thank You,

Shop 'n Save