

Pat and Emmitt Smith Charities Charitable Autograph Request

Your Contact Information:

Organization: _____

Website: _____

Contact Name: _____

Address: _____

City, State, Zip: _____

Contact Phone Number: _____

Contact Email: _____

Checklist for Your Request Submission:

(You must include the following items with your request; they are necessary for us to process your charitable request, and for us to maintain our own charitable status.)

- Event brochure (containing date of event) must be included
- IRC 501c status letter as issued by the IRS. (Autograph requests submitted without 501c documentation and /or without the \$60 handling fee and the pre-paid return label, WILL NOT be processed, and will be returned to you COD.
- Your request must include a pre-paid UPS or pre-paid FedEx Trackable Return Label
- You must include the item to be signed – Only (1) item for signature per request, please
- A non-refundable fee of \$60 must be included for processing and handling (Checks or Money Orders should be made out to Pat & Emmitt Smith Charities)

Mail your completed form and autograph item to:

Pat and Emmitt Smith Charities
Tollway Plaza North
16000 North Dallas Parkway, Suite 550 North
Dallas, TX 75248

**** Please allow 4 to 6 weeks for normal processing and delivery time**

***** Items requested earlier than the normal processing and delivery time can be assured of arrival on time for your requested event.**