



City of Washington Tree & Bench Donation Request Form



If you are interested in donating a tree or bench to the City of Washington Parks Department, please fill out the information below.

The form can be emailed to cwarren@ci.washington.mo.us, or brought to the Washington Parks Department at 1220 S. Lakeshore Drive, Washington, MO 63090. The Parks Director will review your request and you will be contacted once a decision is made.

Date of Application: _____

Applicant: _____

Address: _____

Phone #: _____ **Email:** _____

Name of whom the memorial is for: _____

Requested Date to have completed by: _____

Item Requested: Bench _____ Tree _____

Please indicate at least 2 different locations for your tree or bench

#1 _____

#2 _____

#3 _____

Trees: *The cost for memorial tree will vary depending on the type of type of the tree.*

Please indicate at least 2 different types of tree you would like

Tree Choice #1: _____

Tree Choice #2: _____

Tree Choice #3: _____

What would you like to be engraved on the plaque: _____

Benches:

The cost for memorial benches will vary. The bench itself has a fee and each engraved slat (up to 3) has a fee. Some bench locations will require concrete work, which will be an additional fee.

We will send the request off and the company will send a "proof" for you to review and a quote on the price for you to review before the bench is ordered. We can email the proof to you for review, or you can come into the office to review

What you would like to be engraved on the bench: _____

Office Use only

Cost of Tree: \$ _____ **Cost of Plaque:** \$ _____ = **Total:** \$ _____

Paid on: _____ **with Check #** _____

Cost of Bench: \$ _____ **Cost per slat:** \$ _____ = **Total:** \$ _____

Concrete cost (if needed): \$ _____ **Grand total:** \$ _____

Paid on: _____ **with Check #** _____

Date info sent to Max-R: _____ **Date customer approved proof:**

Date bench was ordered: _____ **Date bench was shipped:**

Date bench was placed: _____