



## CORNERSTONE ASSISTANCE NETWORK Network Partner Item Request

3500 Noble Ave. | Ft. Worth, Texas 76111  
 Jesse Vasquez, Director of Network Development  
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 jvasquez@canetwork.org

Date:
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Name of Network Partner:	Contact Person:
Contact E-mail:	Contact Phone:

- 1 - Please fill out this form and fax, mail, or e-mail to Danielle Betters at Cornerstone using the contact info listed above.
- 2 - Quantities are limited and are given on a first-come, first-served basis.
- 3 - **All furniture (warehouse or thrift store) and/or items from Thrift Store floor must be approved by Store Manager before being approved and/or distributed.**
- 4 - Upon review of your request, we will contact you to let you know whether or not we are able to meet your request and to arrange a pick up, if applicable.
- 5 - Should any items not be available at no cost, they may be purchased through the Thrift Store. These transactions will be handled by our Thrift Store personnel as a regular sale. Organizational checks are accepted **with prior approval**. Please provide Tax-Exempt form.

Item(s) Requested (specify quantity please):	Value (office use)
1.	\$
2.	\$
3.	\$
4.	\$
Intended Use:	

Request Received	Request Reviewed	Thrift Store Approval	Partner Contacted	Items Picked up
Date:	Date:	Date:	Date:	Date:
CAN Staff:	CAN Staff:	CAN Staff:	CAN Staff:	CAN Staff:

Scheduled for pickup on \_\_\_/\_\_\_/\_\_\_ at \_\_\_:\_\_\_ am / pm

Partner notified of scheduled pickup date on \_\_\_/\_\_\_/\_\_\_ by \_\_\_\_\_

Partner Representative Signature: \_\_\_\_\_