



EAST CHINA TOWNSHIP MEMORIAL BENCH DONATION FORM

Thank you for your interest in donating a memorial bench to East China Township. The donation will benefit residents and the community for many years and is much appreciated. Standard bench donations are a 4' heavy gauge steel bench with arms (as pictured). The maintenance of the benches will be the responsibility of the East China Township. Maintenance (graffiti removal and periodic cleaning) will be provided by the township for the life of the bench. There is a ten-year (10) guarantee of furniture maintenance and plaque replacement. The bench will be kept in place as long as it is serviceable beyond the 10-year period. All benches are to be placed on Township Property. East China Township will not install a bench on private property. Benches are installed May – October. A custom plaque is flush mounted in the backrest of the bench. There is a limit of one plaque per bench. The text on the plaque must be approved by the township.



Memorial Bench Donation Process:

1. Donor will provide Township with a plaque proof.
2. Once a bench location and plaque proof are approved by Township staff, donor will submit payment to cover the cost of the bench plus shipping with a check made payable to East China Township.
3. Upon receipt of payment, Township staff will order the plaque/bench.
4. Township staff will contact the donor when the plaque/bench is received to discuss the installation.
5. Township staff will email the donor a photograph of the memorial bench after installation.
6. Township staff will provide the donor with a donation recognition letter.

Email completed forms to manager@eastchintownship.org Or mail to:
East China Township Attn: Township Manager 5111 River Road, East China MI 48054

Donor Name: _____

Donor Address: _____

Contact Email: _____

Contact Phone #1 _____

Phone #2 _____

Desired Location: _____

Donor Signature: _____

Date: _____

Office Use Only

****ATTACH PLAQUE PROOF TO ORDER FORM** Order Taken By: _____**

GL # _____

PAYMENT TOTAL: _____ (\$935.00 for bench and plaque PLUS shipping. Cost subject to change at any time.)

Date Received: _____

Payment Check #: _____



EAST CHINA TOWNSHIP MEMORIAL BENCH PLAQUE PROOF

Donor name: _____

Phone number: _____

E-mail address: _____

Name of person honored by memorial: _____

Requested plaque inscription:

Signature: _____