

QUEST

non-profit grocery markets

Receive a Quest Tax Receipt for donated food in three steps:

1. Confirmation of donation
2. Invoicing
3. Tax receipt issued

Step 1 - Confirmation of Donation: To confirm your food donation meets foodsafe and Quest distribution requirements, our distribution team will confirm the following with you over the phone, email or in person:

1. Type of product
2. Best before date(s)
3. Quantity (number of pallets)
4. Reason for donation (philanthropic, label/package damage, short dated, overstock etc.)
5. Pick-up address (if different than what's listed on the invoice)
6. Best/most ideal day and time for a pick-up

Step 2 - Invoicing: After your food donation has been confirmed, Quest will ask you to send an email to distribution@questoutreach.org with the following:

1. **Product invoice** with a description and quantity of the donated products, as well as the wholesale price/value of the product being donated
2. First and last name of **primary contact person**, with email and phone number
3. Confirmation of the **donation pick-up location** (if different than the address on the invoice)
4. Confirmation a **paper copy of the invoice will accompany the** donation at time of pick-up

Step 3 - Tax receipt issuance

1. All tax receipts are reconciled and mailed out on the 15th of the following month that the donation was made
2. Receipts are issued for the gross amount of the donation excluding taxes
3. The value reflected on the tax receipt will reflect the amount of "sellable" or "market-ready" donated product.
4. **IMPORTANT:** The value of the product that must be disposed or composted at the time of pick-up will not be included in the receipt.

If you have any questions, feel free to reach out: distribution@questoutreach.org

Thank you for your generous donation to Quest!