



## **Giving World Donation Guidelines for Businesses**

Thank you for donating your items through Giving World. These items will be passed on to people in need through our network of partner charities and community groups who work directly with some of the most disadvantaged people.

In order to do this, we will require some information from you about the items. Please provide us with:

- Pictures of the items
- The dimensions and the approximate weight and value of the items
- A list of items available, including quantities
- The location of the items (please make sure this includes the postcode, the building and the floor number, if relevant)
- Any further instructions for collection

Once we have this information, we will allocate the items you are donating where they can be of best benefit through our partner organisations. Please allow 10 days for us to arrange the collection of the items by the charities. During this time, please do not offer the items to other organisations.

We will let you know who is coming to collect which items.

Please do not allow organisations to collect more than they have been allocated. Please let us know immediately if any organisation attempts to collect more items than they have been allocated, or if an organisation which hasn't been allocated any items arrives to collect items.

Items that you are donating through Giving World should not be offered to anyone else. It takes time and effort for both us and the collecting charity to arrange the collection.

As part of our terms and conditions, you should not contact the charity again after the items have been collected.

Giving World assumes no responsibility or liability for any loss or damage for any items collected or donated through the Giving World service.

If you have any queries about the collection of the items, please get in touch with us.