

***** This is an example of the email that a recurring donor receives when they first make a donation and set up their account. *****

To: [Donor Name] [Donor Email Address]
From: Network for Good [DoNotReply@networkforgood.org]
Subject: Your recurrind donation succeeded

Condition – when fee is ADDED please show text in blue. In addition, replace the donation amounts (in green below) with donation amount + donor fee coverage amount (e.g. \$261.88) if fee is ADDED

*****Please do not reply to this message. For customer service – real people ready to help you - please use the contact information below.*****

On [Original Donation Date], you pledged to make a [Frequency] [Amount] donation to [NPO Name]. Your recent donation was successfully processed on [Last Donation Date].

On behalf of [NPO Name], we thank you for your generous support!

Your contribution is tax-deductible to the extent allowed by law. You may save or print this receipt for your records. This email certifies that you have made this donation as a charitable contribution and you are not receiving any goods or services in return. This receipt may be useful to you when completing your tax return.

Your credit card will be billed as [Donation CC Descriptor], which processes donations for [NPO Name]. Network for Good is a nonprofit, donor advised fund, which will distribute your donation to the nonprofit organization that you indicated. As required by the Internal Revenue Service ("IRS"), Network for Good has exclusive legal control over the donation. If you have questions about your donation, please contact a customer service representative at [Customer support email address in Site Config of CS Admin - support@networkforgood.org].

Your donation has been processed as follows:

Name: [First Name] [Last Name]
Address: [Address 1], [Address 2]
City: [City]
State/Province: [State Abbreviation]
Zip/Postal Code: [Zip]
E-mail: [Donor Email]
Phone: [Donor Phone]

Method of Payment: [CC Type]
Name on Credit Card: [Name on Card]
Credit Card Last 4 Digits: [CC Suffix]
Date: [Day Abbreviation], [Day] [Month Abbreviation] [Year]
Time: [Hour]:[Minutes] [PM/AM] [time zone abbreviation]
Transaction #: [Transaction Number from Verisign]
Authorization: [from Verisign, e.g., Accepted]
Authorization Code: [from Verisign]

Nonprofit Organization: [NPO Name]
Address: [Address 1], [Address 2], [City], [State Abbreviation] [Zip]
Designated Project: [Designation]
Dedication: [Dedication]
Frequency: [Monthly, Quarterly, or Annually]
Next Scheduled Donation: [Next scheduled donation date]
Base Donation Amount: [Amount]
Processing Fee: [Processing Fee]
Total Donation Amount: [Total Amount]

The next [Frequency] donation is scheduled for [Next Donation Date]. You may change or cancel your recurring donation pledges at anytime by going to [CDN URL]. If you have questions about recurring donations please visit our FAQs ([FAQ URL]) or contact us at [CS Admin Email – billing@networkforgood.org].

The above information relating to you, the donor, is used only to complete your donation. If you made your contribution anonymously, the information will not be provided to the charity. Please visit Network for Good (http://www.networkforgood.org/help/privacy_full.html) for more information on privacy and security.