

Donor Pledge Tracking Template

Use this template to record and track donor pledges and payment installments.

Organization & Campaign Information

Organization Name:	<input type="text"/>	Campaign/Project Name:	<input type="text"/>
Tracked By:	<input type="text"/>	Date Created:	<input type="text"/>

Donor Information

Donor Name:	<input type="text"/>		
Company/Org (if applicable):	<input type="text"/>		
Street Address:	<input type="text"/>		
City, State, Zip:	<input type="text"/>	Phone Number:	<input type="text"/>
Email Address:	<input type="text"/>		

Pledge Details

Total Pledge Amount:	<input type="text"/>	Pledge Date:	<input type="text"/>
Payment Frequency:	<input type="text" value="e.g., Monthly, Quarterly, C"/>	Number of Installments:	<input type="text"/>
Installment Amount:	<input type="text"/>	Start Date:	<input type="text"/>
Billing Preference:	<input type="text" value="e.g., Send email reminder, Auto-charge card"/>		

Pledge Payment Tracker

Installment #	Due Date	Amount Due	Date Paid	Amount Paid	Payment Method	Balance Remaining
<input type="text" value="1"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="2"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="3"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="4"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="5"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="6"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Notes & Acknowledgements

Thank You Sent Date:	<input type="text"/>	Tax Receipt Number:	<input type="text"/>
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Special Requests / Notes:

Donor Signature

Date: _____

Authorized Representative Signature

Date: _____