# Donor Contact Sheet

*This document provides a comprehensive record of donor personal and contact information, preferences, and giving history, useful for nonprofit fundraising and stewardship efforts.*

## Contact Information

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Full Name** | **Preferred Contact Method** | **Email** | **Phone** | **Address** |
| {fullName} | {preferredContactMethod} | {email} | {phone} | {address} |

## Donor Preferences

* **Preferred Communication Days:** {preferredDays}
* **Preferred Communication Times:** {preferredTimes}
* **Preferred Contact Frequency:** {contactFrequency}

### Special Interest Areas

{#specialInterests}

* {interest}

{/specialInterests}

## Giving History

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Amount ($)** | **Campaign** | **Notes** |
| {#gifts}{giftDate} | {amount} | {campaign} | {notes}{/gifts} |

{#recurringDonor}

### Recurring Donor Details

* **Start Date:** {recurringStartDate}
* **Frequency:** {recurringFrequency}
* **Last Payment:** {lastRecurringPayment}

{/recurringDonor}

{^recurringDonor}

*This donor is not currently enrolled in recurring giving.*

{/recurringDonor}

## Notes & Follow-Up

**Last Contacted:** {lastContactDate}

**Next Follow-up:** {nextFollowUpDate}

**Staff Responsible:** {assignedStaff}

**Additional Notes:**  
{additionalNotes}