

## REMINDER:

Include the number of "Households Served" when entering stats.

## HEADS UP:

We will no longer add Fresh Produce & Dairy to deliveries unless specified under your Order's "Notes" section BEFORE it's submitted.

**\*Don't forget to include # of Households so we bring enough!\***

## TEFAP Forms

Please remember when printing off new TEFAP that you are printing **both sides** of the form and keeping both sides on file for **3 years + the current year!**

## Menu Items

As you all know, the item variety on our menu is limited and good stuff goes quick. The menu is live so be sure to check in a couple times a day for added product because it's gone!

Please include your agency number on checks, not invoice number!

## ORDERING

- Orders must be **250 pounds minimum** for **delivery**.
- Orders must be placed within **48 business hours** (by noon) of the time you'd like your order picked up/delivered.
- Only **1 pick-up or delivery order per week**.
- Orders must be submitted within 1 month after the date the order is started for.



## PARKING

Unless we/you are actively loading your order into your vehicle, please do not park in the dock. If you are finished loading and would like to shop off-the-shelf, please move your car to the parking lot so that others may utilize the dock to pick up their orders. If you'd like to shop off-the-shelf before picking up your order, please park in the parking lot until you are done shopping off-the-shelf and then move your car to the dock. There should be no vehicles left unattended in our dock.

**PHONE:** 712-255-9741

**EMAIL:** Jake at [jakes@siouxlandfoodbank.org](mailto:jakes@siouxlandfoodbank.org)

**Office hours** are 8:00 a.m. - 4:30 p.m.

**Warehouse hours** are 9:00 a.m. - 4:00 p.m.

Agencies may pick up orders and shop off-the-shelf during warehouse hours only.