



WEST OHIO FOOD BANK DELIVERY PROCEDURES & CHARGES 2009-2010

Effective November 1, 2009

The West Ohio Food Bank (WOFB) has changed delivery procedures effective November 1, 2009. Because of economic problems a new wave of poverty is evident. The new poor have surfaced in food pantries besieged by families struggling to put meals on the table. To accommodate the overwhelmed emergency providers with their efforts to help those in need we have revamped the delivery fees at the food bank.

Delivery Charges: Revised: November 4, 2009 On ALL products, including TEFAP/USDA, Ohio Food Program (OFP) and Agriculture Clearance Program (Product).

- Orders that are 1,000 LBS or less there is a **base fee** of \$35.00
- Anything over 1,000 LBS and UP>>>>>>>.05¢ per pound
- Delivery fees NOT TO EXCEED \$400.00.

E Example, if your order is 1,500 LBS, the delivery fee would be \$35.00 for BASE FEE and 500 lbs X.05¢ a lb. for a total delivery fee of \$60.00

REASONABLE DELIVERY TO WOFB Member Charities

After each member charity has placed an order, a date and time for delivery will be scheduled and the following steps will followed to insure a safe and accurate delivery.

1. The WOFB truck driver will take the responsibility to properly shrink-wrap each individual pallet for delivery.
2. After the WOFB truck driver has removed the product, the member charity will be assisted in accounting for what has been delivered in comparison to what is listed on the member charity invoice. If the member charity **does not** confirm the delivery WOFB **cannot** be responsible for shortages.
3. The WOFB truck driver will have the member charity representative sign each invoice. *When the member charity signs the invoice, he/she is signing and agreeing that the price is accurate along with the items ordered.* The member charity representative will retain a copy for their records and the truck driver will retain the original invoice for the WOFB records. *Member charities are to keep these invoices for (1) one year.*