

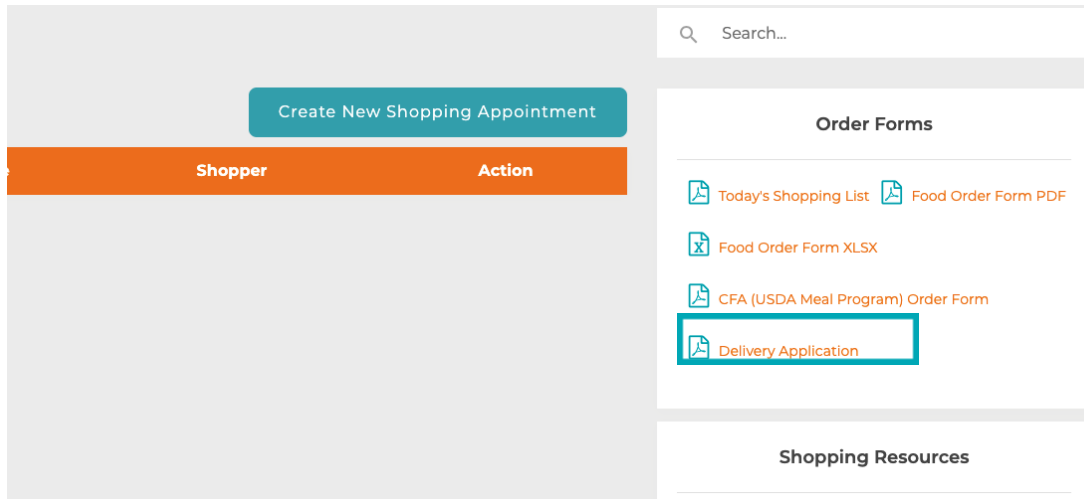
Delivery Application Handout

Introduction

- ***Why is there a delivery application?*** The delivery application process allows ACCFB to plan and schedule deliveries that will best accommodate your organization's distribution programs.
- For deliveries, you must:
 1. Complete a Delivery Application. The application must be approved, and ACCFB's Transportation team must conduct a delivery site visit to ensure they can safely deliver to your location.
 2. Place delivery orders using the Food Order Form.
- You only need to complete the Delivery Application once (not every time you submit a delivery order).
 - You only need to re-submit the Delivery Application if something changes (example: new delivery address or to request a different delivery date/time).
- *Please see the **Food Order Form Handout** for instructions on placing a food order **AFTER** your Delivery Application has been approved.*

Access the Delivery Application


1. After logging into Partner Portal, click Shopping>Appointments.
2. Select Delivery Application to download it as a PDF. You can then print the application (or, if you have software capabilities, fill it out on your computer).



Fill Out the Delivery Application

1. Open the Delivery Application.
2. Complete ALL fields. Guidance on specific fields in the Application is provided below.

Section 1: Delivery Location and Distribution Information (Page 1)



ALAMEDA COUNTY COMMUNITY FOOD BANK
APPLICATION FOR DELIVERY SERVICES

Agencies requesting delivery services must complete this application to enable the Food Bank to plan and schedule deliveries that will best accommodate the agency's food distribution programs. ACCFB has specific delivery window times and requires an agency representative to be on site to receive and approve the delivery.

Agency Name _____ Agency # _____

Contact Person #1 _____ Mobile No: _____
 Contact Person #2 _____ Mobile No: _____

Delivery Address _____

City _____ Zip _____

Nearest Cross Street _____

Notes: _____

Agency Hours of Distribution:

Day(s) _____	Time(s) _____
Day(s) _____	Time(s) _____
Day(s) _____	Time(s) _____

List 2 contact people that can be reached during the delivery window.

Any special instructions for accessing the delivery location. Examples: Hidden turns, locked gates, low hanging trees/signs, etc.

This information helps ACCFB place your delivery in the most optimal time within your selected delivery window.

Section 2: Requested Delivery Schedule (Page 1)

PREFERRED DELIVERY SCHEDULE:	
Week of Month:	<input type="checkbox"/> 1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd <input type="checkbox"/> 4 th <input type="checkbox"/> Last
Day of Week:	<input type="checkbox"/> Mon. <input type="checkbox"/> Tu. <input type="checkbox"/> Wed. <input type="checkbox"/> Th. <input type="checkbox"/> Fri.
Delivery Times:	__ 9:30 a.m. to 12:00 p.m. __ 12:00p.m. to 2:00 p.m.
ALTERNATE SELECTION FOR DELIVERY:	
Week of Month:	<input type="checkbox"/> 1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd <input type="checkbox"/> 4 th <input type="checkbox"/> Last
Day of Week:	<input type="checkbox"/> Mon. <input type="checkbox"/> Tu. <input type="checkbox"/> Wed. <input type="checkbox"/> Th. <input type="checkbox"/> Fri.
Delivery Times:	__ 9:30 a.m. to 12:00 p.m. __ 12:00p.m. to 2:00 p.m.

Choose your preferred (first choice_ delivery option and an alternative delivery option (to be used in the event your primary selection is unavailable).

Section 3: Review and Sign (Page 2)

ALAMEDA COUNTY COMMUNITY FOOD BANK APPLICATION FOR DELIVERY SERVICES	
<p>To qualify for a delivery you must meet the following criteria:</p> <ul style="list-style-type: none"> ▪ Minimum order quantity is 60 cases. Available programs (USDA. Food Box, Purchase) may be combined to meet ACCFB delivery qualifications. ▪ Minimum of two full bins and or two pallets of produce 	
<p>Agency orders must be placed/received with the Food Bank <u>four business days prior</u> to the requested delivery date.</p>	
<p>Deliveries will be scheduled for day(s) and time(s) that are mutually acceptable to the Agency and the Food Bank. Deliveries will be made to the Agency's <u>curbside</u> location or closest location as safely can be done (determined by the driver). An Agency Representative must be onsite to accept and approve the delivery. It is the Agency's responsibility to move the food products into the agency's facility.</p>	
<p>Agencies must give two days' notification to revise or cancel a delivery.</p>	
<p>I have read the ACCFB delivery guidelines and accept the terms of this agreement.</p>	
<p>_____</p> <p>Agency Representative</p>	<p>_____</p> <p>Date</p>

Submit the Delivery Application

1. Submit your complete Delivery Application to your ACCFB Program Coordinator.
2. Once the application is received and signed by your Program Coordinator, ACCFB's Transportation team will schedule a time to visit your delivery location.