

Questions to ask when a food donation is offered

- **Who is the donor? (The company or individual that should actually receive the donation letter)**

Ask for the Company/Individual Name

Address

Phone Number

Contact Name

- **Where is the Product Located**

Ask for the Company Name

Address

Phone Number

Contact Name

Is there a release number to pick up the product?

- **What is the product?**

Is it Dry, Refrigerated, or Frozen?

How is the product packaged?

Is there proper ingredients labeling on the packaging?

Pack size of the case?

How many cases?

Is it palletized?

How many pallets?

- **If the product will be delivered, how will it be transported?**

Refrigerated/Frozen product must be transported in coolers or a refrigerated vehicle.

If not, can we arrange for the product to be picked up?

- **Are there any issues with code dates? (expiration, use by, best by)**

What are the expiration dates?

How much of an extension can we have beyond the code date?