

# We supply food where it's needed most.

Indiana facility 2504 Lynch Rd. Evansville, IN 47711 (812) 425-0775 Illinois facility 310 Commercial Dr. Vienna, IL 62995 www.tristatefoodbank.org

# **Tri-State Food Bank Delivery Policies**

## **Delivery Calendars**

- Estimated delivery times are included on delivery calendars with a 30-minute window of time.
- Always review the delivery calendar to confirm your delivery date and time EVERY month as schedules may fluctuate or be revised.
- Notify Tri-State Food Bank (TSFB) immediately if there is a scheduling conflict.
- Delivery calendars are emailed monthly and made available at <u>https://www.tristatefoodbank.org/Agency-resources</u>. If you did not receive a copy of the delivery calendar by the end of the month for the following month, or to request to be added to our delivery calendar email list, please call 812-303-3566.

### **Expectations During Deliveries**

- TSFB drivers will unload product from the truck as close to the Agency door as possible. Drivers are not permitted to carry or move the product into the building. This is the sole responsibility of the Agency.
- Agencies will have staff/volunteers available to move their product into the building and into their food storage area.

### Pallets and Crates

- Save all pallets and crates from TSFB deliveries. Have them stacked and easily accessible for our drivers to take with them at the time of your next delivery.
- Due to limited supplies for program operations, pallets and crates must be returned monthly to avoid disrupting distributions.

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