

# Tri-County Region (Charleston Area) Order Cheat Sheet

**Agency Code:** This is your agency code.

Example Agency Code: AB04000- the A stands for Agency, the second letter is usually (but not always) the first name of your agency and then a designated string of numbers

**Contact Person:** This is the person receiving or picking up the order.

**Contact person Email:** email of best contact listed above

**Requested Time & Date:** When you would like to receive/pick-up your order – This is a **REQUEST**, you will need to wait for LCFB to email you back with a confirmation

**Pickup or Delivery:** Will it be pickup or delivery?

## ONLINE INVENTORY NON-PERISHABLES

CHS AGENCIES: PLEASE ALLOW US AT LEAST 3 BUSINESS DAYS TO PROCESS YOUR ORDER.  
charlestonfoodcenter@lcfbank.org

IF YOUR PICKUP / DELIVERY DAY IS:	YOU NEED TO ORDER DRY GOODS BY:
<i>This is the day you wish to receive your order.</i>	<i>This is the deadline for placing your order, so that you receive it by your desired date.</i>
Monday	Noon on the Wednesday prior
Tuesday	Noon on the Thursday prior
Wednesday	Noon on the Friday prior
Thursday	Noon on the Monday prior
Friday or Saturday	Noon on the Tuesday prior

## ONLINE INVENTORY PERISHABLES PICK SHEET

charlestonfoodcenter@lcfbank.org

**PLEASE SUBMIT YOUR PICK SHEET BY NOON  
ONE BUSINESS DAY BEFORE YOUR APPOINTMENT**

<b>**ALL ITEMS SUBJECT TO AVAILABILITY**</b>			
IF REQUESTING PALLET(S), PLEASE INDICATE BY WRITING "P" NEXT TO THE QUANTITY			

QTY	Code	Description	Limit	F2E	Pack Size	Gross Weight	Unit Fees per case
	<b>HANDOUT4</b>	PBJ Cookie Picture-Based Recipe			<b>50/Bundle</b>	1	<b>FREE</b>
		Handouts are provided by our Nutrition Team. These handouts will provide helpful information for neighbors regarding food choices, recipes, etc.			50/Bundle means that 50 handouts are included in 1 case lot. Meaning if you order 1 case lot you will get 50 handouts, 2 case lots 100 handouts, etc.		The cost of this item is free to your agency.
	<b>VAP89924</b>	VAP Milk 2% Shelf Stable			<b>12/32 Oz</b>	24	<b>16.56</b>
		VAP stands for Value Added Product. These are highly sought out products such as milk, mac and cheese, peanut butter, etc.			12/32 Oz means that each case lot is 12 containers of 32 Oz of milk. Each case you order will include 12 containers.		One case (12 containers) costs \$16.56
	<b>VAP14801</b>	VAP Pinto Beans, Dried		F2E	<b>24/1 lb</b>	24	<b>20.16</b>
		VAP stands for Value Added Product. These are highly sought out products such as milk, mac and cheese, peanut butter, etc.		F2E stands for Foods to Encourage.			

IF REQUESTING PALLET(S), PLEASE INDICATE BY WRITING "P" NEXT TO THE QUANTITY

QUANTITY (case or weight)	DESCRIPTION <small>Note: Produce and bakery items have zero shared maintenance fees.</small>	Shared Maintenance Fee (SMF) <small>How much your agency pays per pound due to transportation and food sourcing fees.</small>	CODE
	PRODUCE	\$0.00	00004
	BAKERY	\$0.00	00006A
	Cabbage (50 lb)	\$0.00	PR0300
	White Potatoes (50 lb)	\$0.00	PR1670
	Carrots (50 lb)	\$0.00	PR03020

**CHILLED PRODUCT: MUST HAVE A FREEZER BLANKET IN ORDER TO RECEIVE**

QUANTITY	DESCRIPTION	SMF	CODE
	MEAT (LIMIT 200 lbs) <small>Your agency can order no more than 200 pounds per order</small>	\$0.18 <small>This is the cost per pound for your agency.</small>	00002M

**MUST BE A USDA AGENCY IN ORDER TO RECEIVE ITEMS LISTED BELOW**

QUANTITY	DESCRIPTION	Limit	CODE (WAREHOUSE USE)
		10	
	USDA-IQF Blueberries (12/2.5 Oz) <small>This would include 12 packages (2.5 oz each).</small>	10	USDA110623
	USDA-Fresh Grapefruits (39 lb) <small>Each order will include 39 lbs of grapefruits.</small>	10	USDA100281

Only USDA agencies may order from the USDA list on the order form.