

Southern Region (Yemassee 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

Pickup or Delivery: Will it be pickup or delivery?

ONLINE INVENTORY NON-PERISHABLES

YEM AGENCIES: PLEASE ALLOW US 4 BUSINESS DAYS TO PROCESS YOUR ORDER.
charlestonfoodcenter@lcfbank.org

| IF YOUR PICKUP / DELIVERY DAY IS: | YOU NEED TO ORDER DRY GOODS BY: |
|---|---|
| This is the day you wish to receive your order. | This is the day you MUST order by in order to receive your order on the correct day. |
| Monday | Noon on the Tuesday prior |
| Tuesday | Noon on the Wednesday prior |
| Wednesday | Noon on the Thursday prior |
| Thursday | Noon on the Friday prior |
| Friday or Saturday | Noon on the Monday prior |

For **PERISHABLE** product, please contact the Yemassee Regional Food Center to request a list of items available at this time.

Email yemfoodcenter@lcfbank.org with **ALL** the following info:

- Your agency code and name
- Your desired appointment time and date
- Pick-up or Delivery
- Your order items. Please enter each item on a separate line, and be sure to include:
 - Quantity
 - Item Code
 - Brief Description

| QTY | Code | Description | Limit | F2E | Pack Size | Gross Weight | Unit Fees per case |
|-----|-----------------|--|-------|------------------------------------|---|--------------|---|
| | HANDOUT4 | PBJ Cookie Picture-Based Recipe | | | 50/Bundle | 1 | FREE |
| | | 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. |
| | VAP89924 | VAP Milk 2% Shelf Stable | | | 12/32 Oz | 24 | 16.56 |
| | | 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 |
| | VAP14801 | VAP Pinto Beans, Dried | | F2E | 24/1 lb | 24 | 20.16 |
| | | 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.