

# BULK ITEM ORDERING GUIDE

When placing an order for bulk items **please refer to the Description field on the Agency Express shopping list for ordering instructions.** We ask that you please order potatoes, carrots and onions by the bag and all other bulk items by the pound or case (depending on the description.) See chart below for tote/pallet quantities and their approximate corresponding poundage. If ordering a half pallet/tote or more please only use the bag or poundage increments listed below.

Potatoes/Carrots/Onions (Item No. 59000/59001/59002)	<b>NEW</b> Assorted Produce (Item No. 59003, 59004, +)	Bread/Pastries (Item No. 00201/00202)	Pet Food (Item No. 00699)
1 bag = 50 lbs	Order following the	10 lbs = 1 box	20 lbs = 1 bag
10 bags = 1/4 pallet	description on Agency Express	75 lbs = 1/4 tote	125 lbs = 1/4 tote
20 bags = 1/2 pallet	(produce will be listed by	125 lbs = 1/2 tote	250 lbs = 1/2 tote
40 bags = full pallet	category on the shopping list)	250 lbs = full tote	500 lbs = full tote

Produce can now be ordered by category (such as winter squash, big greens, citrus, etc.) All available produce is listed on Agency Express, please order it following the description listed on the shopping list. As a reminder, all food is subject to availability and freshness.

**DO NOT USE THE COMMENTS SECTION-WE CANNOT SEE COMMENTS IN THE DISTRIBUTION CENTER.** Instead, please specify the produce you would like by ordering from the categories on Agency Express (item numbers 59003 +)

We will strive to fulfill your order as submitted. However, there will be times we need to make last minute adjustments to your order because of product availability. If you have any questions, please contact your Regional Manager.

