

## COLLABORATION

This is a collaborative, we-are-all-in-this-together model.  
As such, by participating farmers and vendors agree to the details below.

## CUSTOMER COMMUNICATION

Customers will be put into a master sheet each week. Please do not download this for your own use. It is open source at the moment.

**\*\*Please keep your ordering open each week until Tuesday night (5pm) at least.\*\***

Your customers must understand that they can

- Can order from multiple farms but most do so directly with each one
- Must pay online
- **Must show up to pick up (we will not hold after 7pm on Thursdays)**

<http://pressbayvalley.com/pressbay-food-transfer-hub/customer-guide/>

## HEALTH AND SAFETY

We are constantly vetting, here is what is up right now: <http://pressbayvalley.com/pressbay-food-transfer-hub/food-hub-health-and-safety-protocols/>

We expect you are following similar procedures as you are packing and preparing to deliver.

## PACKING: On Item Labeling

### Uniform CSA type orders...

if there are many of the same item for different customers- a veggie box, a mixed bouquet- you can forgo labeling the item with names of customers. *Your items must still be labeled by farm/storage type*

### Weekly Unique Orders:

When Packing there are 2 essential parts for your label.

1. Storage Type: Freezer, Cooler, Dry Goods
2. Customer Name

EACH storage + customer name package is separate: *"Freezer+Customer 1" and "Cooler+Customer 1" must be in separate packages.*

**Please box your orders by storage type** and let us keep the boxes. We will start having a supply to trade back to you. (Freezer boxes, cooler boxes, dry boxes)

We cannot take loose packages if there are more than one via storage type. For example, if you have 2 items for the freezer and 3 for the cooler, you should be delivering 2 total boxes- 1 cooler and 1 freezer- with the individual orders inside.

## Customer Info To Food Hub

Each week I will send you a unique link for a Google Sheet to upload your info into.

This is in lieu of sending me pdfs, jpgs, emailed lists.

This will be the only way to give me this info!

**I must have it by 9am on the relevant Thursday. I will close the sheet for entries at that time.**

**DELIVERY SCHEDULE:** Thursdays, 9a – 12 pm