

Delivery Location Template

Fill out a separate form for each Delivery Location

Contracting Entities-To **add** a new location, please complete Section A, #1-15. To **remove** the location, please complete Section A, #1-4. To **revise** a location, please complete Section A, 1-4 and applicable information for #5-15(address update, contact information update, etc.) Certify the form and submit to your Contracted Warehouse for further processing.

Contracted Warehouses-Please complete Section B, #1-3. Coordinate with the CE so both parties agree on the delivery stop/pick up day. Certify the form and submit to Commodity Operations at: CommodityOperations@TexasAgriculture.gov. Notify the CE from Section A that the update has been reviewed/processed.

Section A: Completed by Contracting Entity

1. Contracting Entity ID #:	2. Contracting Entity Name:
3. Delivery Location Update(circle below): Add / Remove/ Revise	4. Delivery Location Name:
5. Street Address:	6. City, State:
7. Zip Code, County:	8. Storage Capabilities (circle all that apply): Dry/ Refrigerated/Frozen
9. Program (circle all that apply): NSLP SFSP	10. Delivery Preference: Delivery Pick Up
11. Contact Name (First & Last):	12. E-mail Address:
13. Phone Number/Extension	14. Fax Number:

15. Delivery Instructions:

I certify under penalty of perjury that the information on this form is true and correct. I will immediately report to the Texas Department of Agriculture any changes that occur to the information submitted. The Texas Department of Agriculture may verify information; and the deliberate misrepresentation of information will subject me to prosecution under applicable federal and state criminal statutes.

Name:

Date:

Approved

Section B: Completed by Warehouse

1. Contracted Warehouse Name:
2. Delivery Site is Within 100 Miles of Warehouse: YES/NO/NA
3. Delivery Stop/Pick Day (requested delivery or pick up day-1 st Monday, Every Thursday, etc.):

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Name:

Date:

Approved