

## ORDERING PROCEDURES

### **PLACING ORDERS FOR PICKUP**

Orders may be placed the day before an agency plans to pick up according to the agency type (see Call In Schedule)

Orders may be phoned in to MFN @ 601-353-0438.  
Pickup time will be scheduled when the order is placed.

### **\*NO PICKUPS ON FRIDAY UNLESS EMERGENCY**

Ordering procedures for truck delivery differ slightly, see Truck Delivery.

**Order guides are sent out every Wednesday along with the current calendar.**

Please review the calendar for delivery days and times to your area.

### **PRODUCT PICKUP SCHEDULE**

Appointments are taken from 7:30 a.m. – 2:30 p.m. Monday – Thursday

No pickups on Friday unless emergency. Warehouse closes at 11:00 a.m. on Friday.

All agencies must sign in on arrival at the Food Bank.

Staff is at lunch from 12:00 – 12:30.

### **SELF SERVE SHOPPING AREA**

Each agency is allowed two (2) boxes from the self-serve shopping area. This product comes from broken cases and food drive donations. Let the front office know when you have shopped in the self-serve area.