

Distribution Memorandum of Understanding Sample (Name of Distributor), (Name of Farm) & Oklahoma Farm to School (Season that the MOU covers)

Overview of agreement with **(name of distributor)**, the Oklahoma Farm-to-School Program & **(name of farm)**.

1) Farm to School Coordinator will notify **(name of contact person at distributor)**, three days prior to delivery into the **(name of Distributor's)** warehouse, which in most cases will be the Tuesday before the produce is delivered to its warehouse on Friday morning, the following information:

- a) What produce will be coming in and who the product will be coming from. Prior approval of the produce, the company and the paperwork will already need to have taken place with **(contact name at distributor)**.
- b) What school districts will be receiving the farm to school produce.
- c) Any instructions of individual school deliveries within the school district.
- d) Will notify **(contact person's name)** if there are any shipping challenges that will affect their weekly order or the school's weekly order.

2) **(Name of Farm)** will:

- a) Will contact (name of contact person who makes delivery appointments at the distributor – may be the same person listed above and may be a different person depending on the size of the company) by Tuesday of each week to schedule an appointment for delivery for each Friday morning.
- b) Will place a packed by date on each case of produce delivered.
- c) Will deliver order on a pallet and either not charge for the pallet or do a pallet exchange.
- d) Will ship in a refrigerated truck, if required.
- e) has provided a copy of their insurance for **(amount of insurance required by the distributor)** in liability.
- f) Will practice Good Agricultural Practices in all stages of growing, harvesting and shipping the **(type of produce)**.
- g) Will give credit for any quality problems with the produce.
- h) Will provide the distributor with a Bill of Lading for the order that is delivered.
- i) Will bill the distributor for the shipment in a timely manner.

3) **(Name of distributor)** will:

- a) Issue a purchase order in their system after being contacted by the Farm-to-School Coordinator with the information outlined above (If the distributor requires a purchase order to be in place for delivery. That will be required more so for the larger companies but should be discussed and agreed as needed).
- b) Will let the school sales representatives know what farm-to school produce will be delivered to the schools.
- c) Will pay **(name of the farm)** for the product and then add **(amount of agreed on delivery fee or markup)** delivery fee to each case, deliver to the schools and bill the schools for the entire amount of the school's order. To be able to get such a low delivery fee, the delivery needs to be in the warehouse prior to the distributor loading the truck, and they will "drop it off" so it becomes a part of the load that they are already delivering to.
- d) Will notify the Farm-to-School Coordinator immediately of any problems encountered.
- e) Will notify the Farm-to-School Coordinator of any procedural problems or changes.
- f) Will deliver farm-to-school produce to the assigned schools within 1 week of receipt in distributor's warehouse.

Signature of Distributor

Date

Signature of Farmers

Date

Signature of Farm-to-School official

Date