



feds feed families

BOX REQUEST INSTRUCTIONS for delivery in the DC metropolitan area

To receive boxes submit an email to

fedsfeedfamilies@usda.gov with the following:

- *Email subject line:* Box Request [insert your agency name, include parent agency if applicable]
- Your name and telephone number
- The number of boxes needed (**Each box holds up to 200 pounds**)
- The number of pallets needed (**Each pallet holds up to 4 boxes**)
- Agency address
- POC and Alternate POC name (for the loading dock), telephone number (cell phone preferred) and email address
- Loading dock address and special loading dock instructions ex. (loading dock times of operations, security check points)