



**CAPITAL AREA  
FOOD BANK  
OF TEXAS**

# How to Order Supplies from CAFB

- Agency orders **MUST** be received by **9:00 a.m.** two business days before the order is to be picked up locally or at a delivery site.
- If you pick up your order at the food bank or at a delivery location on Monday you **MUST** have your order in by 9:00 a.m. on Thursday of the previous week. If you pick up on Tuesday you **MUST** have your order in by 9.00 a.m. Thursday of the previous week.

<b>CAFB WAREHOUSE SCHEDULE</b>		
<b>Pick-up Day</b>	<b>Order Due by</b>	<b>Time</b>
Monday	Thursday (the previous week)	9:00 a.m.
Tuesday	Friday (the previous week)	9:00 a.m.
Wednesday	Monday	9:00 a.m.
Thursday	Tuesday	9:00 a.m.
Friday	Wednesday	9:00 a.m.

- For your convenience, our shopping list may now be downloaded from our web site at [www.austinfoodbank.org](http://www.austinfoodbank.org). Click on *Partner Agencies*, *Resource Center* and then *shopping list* to access the shopping list. This list is updated daily.
- You may place your order by fax or by web order. Web ordering is strongly encouraged for those agencies with reliable internet access. Contact our Agency Relations Department at 512-282-2111 for more information on web ordering.
- Make sure to include the correct date and time of your pickup on your order. Also include a phone number where you can be reached in case of scheduling conflicts or questions regarding your order.