



# **CAPITAL AREA FOOD BANK OF TEXAS**

## **Return Policy for Product that is Non-Distributable**

- 1. Keep the box that contained the damaged product. Put damaged product aside until you have talked to the Product Recovery Manager.**
- 2. Call Rachael Hawkey, Product Recovery Manager at 282-2111 ext. 153, as soon as possible. Let them know what damaged product you have found.**
- 3. Fax in Product Integrity Form. Complete this form. Include the date on the salvage label on the box that the damaged product came in.**

### **Product Integrity Form Questions, Concerns, Suggestions**

(Please Print)

Name of Agency: \_\_\_\_\_

Agency Acct. \_\_\_\_\_

Phone Number: (\_\_\_\_\_) \_\_\_\_\_ ext. \_\_\_\_\_

Contact Person and Title: \_\_\_\_\_

Comments:

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\_\_\_\_\_ **Poundage Lost:** \_\_\_\_\_

**Address to: Rachael Hawkey, Product Recovery Manager**  
**and fax completed form to 512-282-6606.**

*Thank you for your participation.  
We will be in touch with you as soon as possible.*