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BOX REQUEST INSTRUCTIONS   
for delivery in the DC metropolitan area

**To receive boxes submit an email to**

[**fedsfeedfamilies@usda.gov**](mailto: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 **(Holds up to 200 pounds)**
* The number of pallets needed **(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)