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**Sample Template for Requesting Boxes**

**Outside Washington, DC Metro Area**

To: \*Local Food Bank – [individual **outside** Washington, DC]

Subject: Box Request

* *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)