

SAMPLE

Greenway Insurance Group and Clinics Local Sourcing Protocol

Supplier: Hanson's Produce, Mt. Horeb, WI

Account number: 12608

Contact information: Melanie Green, Farm Manager, (608) 555-5555

Product ordering: An order for fresh produce may be called in one week in advance and possibly available the same day, though it is best to call as soon as needs are known. There is a \$300 minimum for delivery.

Ordering day:

May -Thursday by noon for Tuesday delivery

June to Nov - Monday by noon for Thursday delivery

Delivery: Melanie set up our account so cost of delivery is included in the product price. Hanson's Produce staff unload the truck. The driver is Brent Hauler and has passed our required background check.

Payment: Hanson's Produce gives us an invoice with the delivery for net-30 payment. Submit the invoice to Debbie Clark in purchasing as soon as possible.

Product Availability: (May-October)

May - asparagus, lettuce, spinach

June - onions, broccoli, beets, lettuce, spinach

July - beets, cauliflower, onions, squash, tomatoes,

August - beets, onions, squash,

September - beets, onions, potatoes, squash

November - beets, onions, potatoes, squash

Return Policy: Call Melanie if there is a concern and she will refund or exchange immediately.

Traceability: All cases from them are marked Hanson's Produce and include the date of harvest and date of delivery.

Packaging: Most produce is in 1 and 1/9 bushel boxes, potatoes come in 20 lb sacks.

Liability Insurance: Hanson's Produce has \$2M in liability. A copy of their certificate is in this file.

Food Safety: A copy of the Hanson's Produce written food safety plan is in this file. They are not GAP certified but their food safety plan follows GAP guidelines.