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| Record of Shipment and Receipt of Donated Food | |
| Date: | Transport Driver (Print Name) |
| | Person-in-charge |
| Address: | |
| Phone: | Fax |

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|--------------------------------------|-------------------|
| Food Distribution Organization (FDO) | Person-in-charge: |
| Address : | |
| Phone | Fax |

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|---|----------------------------|--------|--------------------|-------------------|---|------------------|-----------------|-----------|
| DONOR'S DATA: print name of shipment overseer and initial | | | | | FDO receiving facility: Print name of person overseeing receipt of food and initial | | | |
| Food Item | Condition Before Transport | Weight | Temp. at Departure | Time of departure | Condition at receipt | Temp. at arrival | Time of arrival | Signature |
| Dry Goods | | | | | | | | |
| Dairy | | | | | | | | |
| Frozen | | | | | | | | |
| Produce | | | | | | | | |
| Meat | | | | | | | | |
| Bread/Bakery | | | | | | | | |

