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## Wholesale Food Club (formerly known as Co-op) Next Steps

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Dear Partner Agencies,

We are reaching out to you because you have expressed interest in joining the pilot program of the Wholesale Food Club, previously known as the Co-op. We are pleased to inform you that the Central Texas Food Bank (CTFB) is committed to supporting you by leveraging our buying power to provide you with the best possible wholesale rates on products.

As part of this pilot program, CTFB is currently evaluating a potential processing fee structure, as cost necessitates. It is important to note that we can only access wholesale rates when you purchase in bulk. **Therefore, for this pilot to be successful, each partner will be required to purchase a minimum of a pallet per order.**

We are aware that not all pantries have the capacity to receive full pallets. However, CTFB is actively exploring ways to store items for smaller pantries, ensuring that everyone can benefit from this opportunity.

**The success of our Wholesale Program relies on effective planning on a quarterly basis.** To assist us in sourcing the best deals for you, we kindly request that you complete the surveys we will be sending out in a timely manner. Please understand that not all items requested individually can be sourced at wholesale prices. To maximize our buying power, we need the majority of partners to request to purchase the same items, allowing us to secure the best prices. We assure you that our aim is to provide products on a consistent basis. This pilot program will enable us to determine the purchasing trends and demand frequency for different items within our network. This valuable information will help us refine our offerings moving forward.

**We need YOUR support and patience as we work through the details of this pilot program.** There might be instances where certain items take longer than anticipated to reach you due to circumstances beyond our control. However, please rest assured that we are doing

our utmost to overcome any such challenges.

For more detailed information on how the process will work, please refer to the provided document:

[Click here to download the process document](#)

**Please download the agreement below, sign and kindly return it by August 31st. You can print, sign and return by email a copy of your signed document using the subject line 'Wholesale Food Club Agreement' to [agencies@centraltexasfoodbank.org](mailto:agencies@centraltexasfoodbank.org). Use the link below to download the agreement document:**

[Click here to download CTFB Wholesale Food Club Agreement](#)

If you have any additional questions or concerns, please do not hesitate to reach out to us via email at [agencies@centraltexasfoodbank.org](mailto:agencies@centraltexasfoodbank.org). Kindly use the subject line 'Wholesale Food Club' for easy identification.

Thank you for your interest and support in the Wholesale Food Club pilot program. Together, we can make a significant impact in providing affordable access to essential food items.

Warm regards,

Anurita Mittra  
VP of Network Programs and Services  
Central Texas Food Bank

**P.S. How does it work? Pilot Wholesale Food Club (formerly known as Co-op) process:**

1. CTFB sends out survey of items to WFC partners
2. Partners respond to survey and share the items they want to purchase through WFC
3. CTFB sources and shares pricing from wholesale vendors with partners
4. Partners place minimum quarterly order(minimum pallet)\*
5. CTFB re-conciles orders and generates partner invoice

6. Partners pay the invoice
7. CTFB verifies payment
8. CTFB places wholesale order with vendors
9. Time for order to arrive(depending upon vendor)
10. Order arrives at CTFB
11. Order prepared and ready for delivery

*\*For partners unable to receive or store a whole pallet, we are exploring storage options at CTFB warehouse.*