

How to pick up your order at the NH Food Bank

700 East Industrial Park Dr. Manchester, NH 03109

Please make sure that whomever is picking up the order for your program(s) is aware of your NHFB program number (ex. 260-1 or 136-3) and aware of the pickup process when they arrive as our warehouse staff only knows orders by your NHFB program number. Anyone is welcome to pick up an order, they do not need to be a registered shopper.

The process is outlined below:

1. Go to the far side of our building. The blue door located to the right of the bays has your program number and bay number listed for you.



2. Proceed to the assigned door and reverse your vehicle into that spot.



3. Before loading your items, please check the hand written "ticket" on top of the order to verify it is your agency's order and verify the number of pallets to the quantity listed on the ticket. If a pallet is missing, check with someone on the warehouse team. Invoices are emailed to you. If you would like a printed copy, please let your coordinator know.

A photograph of a handwritten order ticket from the NH Food Bank. The ticket contains the following information: Agency # 258-1, Order # 3961241, Ship Date 8/16/21, Appointment Time 10:00, Pallet 1 of 3, MEALS (CORN, COOLERS, FREEZER), and MRL 9/16/21. The ticket also includes a table of items and their quantities.

4. Once you have loaded your vehicle, you may "shop" from the bins and pallets located to the right of Door 1. These items are free for the taking and vary by day and availability.

