* Complete the Questionnaire and bring it with you to the meeting.
* Discuss and negotiate the important details:
  + Estimated volume of product to be delivered
  + Ordering process (including best way to contact one another)
  + Delivery schedule including time of day, frequency, location
  + Packing requirements: Standard box, grade, loose pack, bulk, etc.
  + Post-harvest handling practices: Is the produce pre-cooled? How clean should the product be?
  + Cost per unit, payment terms, payment process
  + Names, phone numbers and emails of contact people for ordering and billing.
  + Does the vendor have liability insurance?
  + Discuss food safety practices/traceability plan
  + Product expectations (uniform items)
* Complete and provide W-9
* Do a farm visit, consider inviting your state Farm to School Coordinators.