* 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.