



July 2022—August 2023

Bulk Buying Order Form

Item and Quantity per Case	# of Cases
Apples—100/case (18 kg)	
Bananas—90/case (18 kg)	
Cantaloupe—12/case	
Grapes—8 x 1 kg/case	
Honeydew—6/case	
Kiwi—92/case	
Oranges—72-88/case (15-18 kg)	
Strawberries—8 x 1lb/case	
Broccoli—18/case	
Carrots (Mini)—Order in multiples of 1lb	
Carrots (Reg.)—Order in multiples of 2lbs	
Cauliflower—12/case	
Celery—30/case	
Cucumber—12/case	
Lettuce (Romaine) —12 x 3 packs/case	
Onion (Yellow)—Order in multiples of 3lbs	
Peppers (Tri-Coloured)—8 x 3 packs/case	
Potatoes (Red)— Order in multiples of 10lbs	
Snap Peas—20 x 200g bags/case	
Spinach—6 x 142g bags/case	
Hard Boiled Eggs—84/pail	
Raw Eggs—Order by the dozen	
Cheese (Marble)—12 x 700 gram blocks/ case Order in multiples of 6	
Yogurt—6 x 650 gram tubs/case (Include flavor; default is Strawberry)	
2% White Milk (4L jug)	
2% White Milk (237ml mini carton)	

Place your order **on**
Tuesday for delivery
on the following
Monday!

Order Placed On:
Contact Person:
Phone #:
Email:
Delivery Date:
Site/School:
Address:
Preferred Delivery Location (e.g. Nutrition Room):

**Please send completed
order forms to:**
Email: bulkbuying@chep.org
Phone: 306-986-5829
Fax: 306-668-4574*
*We recommend following up via email or phone when
faxing orders to ensure it was received.

Please check this box if in the event
of a product shortage, you do **NOT**
wish to receive substitutions.*
*Please note that despite our best efforts, product shortages
still occur at times due to circumstances beyond our control.

Contact Katie at
bulkbuying@chep.org if you
would like to know about
additional items not listed on this
form.

Ordering Rules and Guidelines

Fruit: Must be ordered by the full case.

Vegetables: Can be ordered by the full or half case. There are a few exceptions, the following can be ordered individually:

- Mini Carrots (1lb bags)
- Regular Carrots (2lb bags)
- Onions (3lb bags)
- Potatoes (10lb bags)

Milk: 2% milk in 4L jugs and 237ml mini cartons is available to order. Whole milk in 4L jugs is also available upon request. 4L jugs and 237ml mini cartons of chocolate milk can be ordered as well but preferably only for special events.

Eggs: Raw eggs can be ordered by the dozen. Pails of hard boiled eggs (approximately 84 per pail) are also available.

Produce per case: The produce per case values listed on this order form are intended to provide a helpful estimate. The number of produce in a case can vary from season to season.

Standing Orders: If you make few or no changes to your order throughout the school year, submitting a standing order may be helpful. Standing orders are used every week. Please note that standing order modifications or cancellations must be submitted by the Tuesday prior to the delivery in order for us to accommodate. To submit a standing order, simply write “Standing Order” in the delivery date section of the order form.

Back Up Orders: If you are concerned about missing an order deadline, especially after a long weekend or summer holidays, you may want to submit a back up order. This order will be used in the event that no other order is received. Please note that back up order modifications or cancellations must be submitted by the Tuesday prior to the delivery in order for us to accommodate. To submit a back up order, simply write “Back Up Order” in the delivery date section of the order form.

Other Important Information

1. Upon delivery you will receive a delivery slip. **Please verify that the items delivered match the items listed on the delivery slip.** If there are any errors, notify the CHEP delivery staff so that the slip is adjusted at the time of delivery. Be sure to sign both copies of the slip and return one to the delivery staff.
2. **If you receive any spoiled or otherwise unsatisfactory produce, you must email Katie at bulkbuying@chep.org by the end of the delivery day.** Our wholesale supplier requires that all claims be submitted within 24 hours of CHEP receiving an order to qualify for a credit. Consequently, all issues must be brought to our attention by the end of the delivery day.
3. We do our best to substitute similar items in the event of a product shortage. For instance, bagged apples may be substituted for out of stock bulk apples, cantaloupe for out of stock honeydew, etc. **If you do not wish to receive product substitutions, check the box on the form above.** Please note that despite our best efforts, product shortages still do occur at times due to circumstances beyond our control.
4. **In the event of Monday being a statutory holiday, deliveries will take place on Tuesday.**
5. Prices are subject to change on a weekly basis. **Feel free to contact Katie at bulkbuying@chep.org if you wish to receive an updated price list for any given week.**