

Angel Food Ministries Order Form: Instructions

Month: \_\_\_\_\_

1. Please provide all personal information requested below, including email address and phone number. It is important that we have this contact information in the event we need to alert you to pickup time changes and so we can keep you informed about this ministry.
2. In the spaces provided, write the QUANTITY of items you would like to order and the COST for the quantity you have ordered.
3. Total the order.
4. Make your check payable to Twin Oaks Presbyterian Church and write “Angel Food Ministries” on the memo line of your check. **A check must accompany this form.**
5. If this purchase or any part of this purchase is for a donation to our food pantry, please write a separate check for donation purchases and write “Angel Food Ministries Donation” on the memo line of your check so we may process it as a donation. ***If you are donating for a specific family, please put the order in their name and place your name on the address line. Give us the address of the family you are making the donation to on the EBT # (Food Stamps) line.***
6. Bring your order to the Twin Oaks Presbyterian Church office on weekdays between 8:30 a.m. and 5:00 p.m. (2:00 p.m. on order deadline day) or put your order form and check **in a sealed envelope** and place it in the mailbox marked “Angel Food” in the church mailroom. **This form must accompany your check.**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE AND ZIP: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

WORK PH: \_\_\_\_\_ HOME PH: \_\_\_\_\_ CELL PH: \_\_\_\_\_

EBT# (FOOD STAMPS): \_\_\_\_\_

(Cardholder must bring photo ID and sign the form in person.)

<u>QUANTITY</u>	<u>COST/UNIT</u>	<u>TOTAL</u>
_____ Main Menu Unit	\$30.00	_____
_____ Special #1	\$ _____	_____
_____ Special #2	\$ _____	_____
_____ Special #3	\$ _____	_____

**Total cost of this order:** \_\_\_\_\_

Pickup times are subject to change due to shipping conditions and schedules. You will be notified of any change in the pickup time via email or phone as time permits based on information we have available to us on the scheduled day of pickup. Pickup time is 8:30-9:15 a.m. on the pickup date given on the website. Food not picked up at this time will be donated to our Food Pantry and no refund will be given. Orders must be in by 2:00 p.m. on the day shown on the website. Phone number to verify delivery time is 636-861-3658 ext. 3170. (Note: This number is **not** monitored for messages or orders.)

If you have any questions, please contact: Matt Merrick at 314-283-4982 or at [msmerrick@gmail.com](mailto:msmerrick@gmail.com)

If you mail your order, please put “Attn: Angel Food” on the front of the envelope. It **must** be received by the order date (which can be found on the internet).