

**Appendix 10: SAMPLE VENDOR LETTER**

Dear

Our school food service program has been selected to participate in the National School Food Purchase Study for school year 2009/2010. Results of this study will provide important information to policymakers and program administrators as they make decisions regarding the future of school food programs.

As a participant in this study, we have been asked to provide information on all of the foods we receive from you (and other suppliers) during the months of October, November, and December, 2009.

It would be of great help if you could assist us by providing a quarterly summary of our purchases from you for these months. The summary we need must include the following for each product delivered:

- Type of product purchased (e.g. burger, canned tomatoes, pizza)
- Brand name, if a branded product
- Product code
- unit size (pack size, case size, etc.)
- number of cases purchased
- unit price, or
- total cost
- fuel or any other additional charges
- rebates/discounts or credits

To get things started and to make sure that the information you can supply matches the needs of the study, we would also like to receive as soon as possible a sample of a summary from the last month or quarter available.

If you have any questions please call me, or you may call the data collectors directly. Their numbers are as follows:

1-800-204-9718

Ann Krome

Or 1-866 461 4378

Nick Young, Extension 111

Thomas Earley, Extension 113

Salli Diakova, Extension 112

Thank you for helping us with this effort.

Sincerely,  
School Food Director