

**Willamette Farm and Food Coalition's  
Forward contract for local purchases by schools**

It is the intention of \_\_\_\_\_ (school district)  
to purchase the following products from \_\_\_\_\_ (farm or  
processor) through \_\_\_\_\_ (distributor).

It is the intention of \_\_\_\_\_ (farm or processor)  
to grow and sell the following product(s) to \_\_\_\_\_ (school district)  
through \_\_\_\_\_ (distributor).

Product name: \_\_\_\_\_

The total estimated quantity to be delivered: \_\_\_\_\_

The time the product will be ripe: \_\_\_\_\_

When it will be delivered: \_\_\_\_\_

Packing requirements: \_\_\_\_\_  
(standard box, grade, loose pack, bulk, etc.)

Postharvest handling practices: \_\_\_\_\_

Other specifications: \_\_\_\_\_

Cost per unit paid to farm: \_\_\_\_\_

Cost per unit paid by school district: \_\_\_\_\_

Payment terms & payment process: \_\_\_\_\_

Timeline and tasks to be completed by whom and when:

Other notes:

Agreed by:  
Farm representative (printed name, signature and date)

School district representative: (printed name, signature and date)

Distributor representative: (printed name, signature and date)

*This is not a legally binding document. It serves to document our intentions and agreement.*