

## Agreement of After Hours Delivery ('Key Drop')

This Agreement describes the procedures for Key Drop Deliveries that **<name of food service establishment>** and **<distributor/company>** have mutually agreed to.

**<Distributor/company>** when delivering to **<fs establishment>**, a restaurant in Georgia, during hours when restaurant personnel are not present and the restaurant is closed, i.e. a Key Drop Delivery, agrees:

- 1) To deliver all foods in good condition at the appropriate receiving temperature as per Chapter 511-6-1.
- 2) To retain risk of loss for all food products delivered until they are officially received by an employee of the restaurant, the same as if the delivery were taken when the employee was present.
- 3) To deliver all food to the appropriate storage temperature environment for each product within the restaurant, meaning frozen items in the freezer and refrigerated items in the cooler.
- 4) To record at least two temperatures of delivered items on the invoice or temperatures and products delivered on a log maintained by the food service establishment

**<fs establishment>**, agrees, per Chapter 511-6-1-.03 that:

- 1) Person in Charge will a) ensure employees immediately assess delivered product upon entry to the restaurant, and b) monitor employees to ensure they visibly observe deliveries for protection from contamination, adulteration, temperatures, proper storage location, and honest presentation.
- 2) Credits for any unacceptable product must be called in to **<distributor/company>** for credit by no later than **<time>** on day of delivery as specified in the contract between **<distributor/company>** and **<fs establishment>**.
- 3) A record of the condition and temperature will be maintained on a log within the restaurant. These records will be made available for review by the local health department upon request and kept in the establishment for at least 6 months.

The parties understand that the use of Key Drop delivery is a privilege and a convenience to the parties, and may be discontinued if non-compliance by either party is determined or if supporting documents are not maintained as outlined in #3 above. This Agreement will remain in effect until cancelled in writing by either party.

**List days and times key drop deliveries are made:** \_\_\_\_\_

**<distributor/company>**

**<fs establishment>**

Date: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

**Notify the health authority of any changes made to this agreement or delivery times/dates.**