



Memorandum

#10-135

TO: WIC Regional Directors
WIC Local Agency Directors

FROM: Linda Brumble, Unit Manager
Nutrition Education/Clinic Services Unit
Nutrition Services Section

DATE: October 1, 2010

SUBJECT: New Online Ordering

The State Agency has contracted with a company named Business Ink to handle all our shipments of WIC forms, materials and other WIC catalog items. They will begin shipping these items in the near future.

- 1) The first step in this process was establishing your list of authorized purchasers as requested in an earlier email.
- 2) The second step is to move the items from the warehouses they are currently located in to the Business Ink warehouse.

We will be working on this second step of moving all items from the current warehouses, including WIC forms, materials and other WIC catalog items in mid-October. In anticipation of this, we must stop accepting orders in early October so that materials can be labeled, inventoried and moved to the new company location.

Therefore, the last day that you will be able to order any materials from either our WIC warehouse or the HHSC warehouse will be **October 8, 2010**. Our goal is to have the Business Ink warehouse operational by early November, so you will be without the ability to order for about one month.

Even if your "week to order" would have been the second, third, or fourth week of October, please order all you need for about one month by October 8, 2010. Orders will be filled during the week of October 11, 2010. This will help us clear out our inventories so that we will have less to move.

We appreciate your help. The new online ordering system should greatly improve our ability to fill your orders efficiently and effectively.