

# Delivery Made Easy!

## Instructions for a simple, easy delivery

### Preparation:

1. Make sure the order forms are alphabetized before delivery day.
2. Have an area marked for the deliveryman to unload the products. Use the sheets provided in your delivery package and tape them to the tables or wall in order listed on the brochures...example:



3. Please don't open the boxes or start filling the orders until the truck is unloaded and all items are counted to make sure the delivery is complete. Use a key to open the boxes.
4. Have approximately \_\_\_\_\_ adults/students to help you fill your orders. You may use one or two of them to double check filled orders before taking them home. Have some of them as "readers" a person who reads the brochure. Have some of them as "fillers" a person who puts the items into the boxes.

### Distribution:

1. Have the "reader" tell the "filler" the product(s) ordered and the filler will put the items into the box walking down the line until the order is filled.
2. Set the order aside (alphabetically) with the order form on top until picked up.
3. Have the "pick up" person check the order to make sure it's correct and sign the students individual tally sheet or have a ledger there so they can confirm that their order is correct.
4. We suggest that you have a few large boxes on hand if you have sold the pizzas, cookie dough, or the desserts to help complete the delivery order. Sometimes the boxes that they come in aren't enough to fill all orders.
5. Please remind everyone that the products are frozen and need to be delivered ASAP or put into a freezer.

