

Delivery Made Easy!

Instructions for a simple, easy delivery

Preparation:

1. Have an area marked for the delivery person to unload products. Use the yellow sheets provided in your delivery instruction kit. Tape the sheets onto a table or wall in order listed on the brochures.

Example:

Apple	Bavarian Crème	Blueberry Crm Ch	Caramel Rolls	Cherry	Cinnamon	Cream Cheese	Raspberry	Strawberry Crm Ch.
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2. 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!!
3. Have enough helpers lined up to help you fill the orders as quickly and smoothly as possible. Have some that will read the order sheets ("reader") and some that will ("fill") the orders and put items into a box or bag. Have one or two people to double check the orders before taking the items home.

Distribution:

1. Have the "reader" tell the "filler" the products 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 it is picked up.
3. Have a designated person(s) who are going to double check the orders to make sure it's complete when it is being picked up. The "pick up" person will need to sign the white individual tally sheet on their order form to show that the order was complete before taking it home with them. Keep the white computer individual sheet. This way you are covered if/or when someone calls and claims that the order wasn't complete or incorrectly filled.
4. We suggest that you have a few extra boxes on hand to help complete the orders. We will have some paper grocery sacks that come in the delivery truck.
5. Please remind everyone that the products are FROZEN and need to be delivered ASAP or put into a freezer within an hour after pick up.

Stoller Fundraising

800-939-0322

