

Delivery & Distribution Made Easy!

Instructions for a simple, easy delivery and product distribution.

Pre-Packed Delivery Preparation/Distribution: (if 300+ items ordered)

1. Have an area marked for the delivery person to unload the pre-boxed orders. The boxes will be labeled in numerical and alphabetical order. The delivery person will start at one end of the room and move down/around until all orders have been unloaded. If tables are used the same process will apply.
2. Please don't open any boxes until all orders have been unloaded. The person in charge will have to sign off that all orders have been delivered.
3. Distribution: Use the Class/Group Report Sheets to look up the seller's number so they know where to find their boxed order.
4. "Checking Out": Have enough volunteers available to double check the filled orders with the "pick up" person. The "pick up" person will sign off on the white pack slip that their order was frozen and correctly filled. **Keep a copy for the group records.** If you have prizes, you may hand them out at this time.
5. **Please remind everyone that the products are FROZEN and need to be delivered ASAP or put into a freezer within an hour after pickup.**

Non Pre-Pack Delivery Preparation/Distribution: (if less than 300 items were ordered)

1. Have an area marked for the delivery person to unload products. The delivery person will start at one end of the room and unload and place the product in the designated area in the order listed on the brochure. Example: Apple BBP, Blueberry/CC BBP, Strawberry/CC BBP, etc.)
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. The person in charge will have to sign off that the order has been delivered.
3. Volunteers/Distribution: Have enough volunteers lined up to help you fill the orders as quickly and smoothly as possible. You will also need some volunteers to help with the "checking out" process.
4. Set the order aside (alphabetically) with the order form on top until it is picked up. Keep boxes close together and tops closed if possible to keep them colder.
5. "Checking Out": Have enough volunteers available to double check the filled orders with the "pick up" person. The "pick up" person will sign off that their order was frozen and filled correctly. **Keep a copy for the group records.** You can use the pack list (if we tallied your group) or if you are a self-tally you can have them sign on your tally sheet by their name. If you have prizes, you may hand them out at this time.
6. We will supply some paper grocery bags to help you get started filling the orders. The boxes that the product came in will also be used to fill the orders.
7. **Please remind everyone that the products are FROZEN and need to be delivered ASAP or put into a freezer within an hour after pickup.**

