ELMIRA POULTRY FUNDRAISING

Fundraiser

Delivery Guideline

Introduction:
- This procedure details what you, the Fundraiser Customer, can expect when an order is delivered.

Forms Required:
- Organizer Order Consolidation Form.

Required Phone Numbers: (if needed)
- 519-725-8696 ext 235 or 800-663-5694 ext 235

Customer Delivery Expectations:
- Your helpers are not allowed on the delivery truck for safety reasons. The helpers can remove the product from the back of the truck.
- The product is a frozen product and you should treat it as if it were ice cream. Place the product in a cool, shady place.
- Once the truck driver leaves, give yourself about 30 minutes to sort your order before your participants arrive.
- Note: JD Sweid Foods delivers frozen products and is not responsible for products being mishandled once it has left the truck, for example thawed product due to late pick-ups or improper storage.
- For very large orders or in extreme heat, arrangements can be made to keep the load on the truck and be distributed from there. Please call for a quote.

Suggested Unloading Timelines:

Number of Cases	Approx. Helpers Required	Approx. Time to Unload
1-175	1	20 minutes
176-350	2	35 minutes
351-500	3	45 minutes
501 +	4	60 minutes

Driver/Organizer:
- Review the Bill of Lading
- Remove the wrapping from the skid
- The Driver will unload the skid and put each product in its own pile at the back of the truck
- Note: The product labels are colour-coded to match the Organizer Consolidation form – you should have a copy of this form already and make sure you bring it with you

Work as quickly as possible because you are working with frozen product

- Count the quantity in each product pile ensuring it matches against the Bill of Lading before distributing
- Note: If there are discrepancies, record them on the Bill of Lading.

Organizer:
- Sign the Bill of Lading indicating that the correct product and quantity were received in good condition. Note any discrepancies

Driver/Organizer:
- If there is a discrepancy, contact Customer Service as soon as possible to verify

Organizer/Helper:
- Remove the product from the back of the truck and arrange as needed for easy distribution

JD·SWEID FOODS since 1917

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