



JD·SWEID
FOODS
FUNDRAISING

Delivery Guidelines

A BIG PART OF COORDINATING YOUR FUNDRAISER IS...

"When will we get our delivery?"

That is completely up to you and your group-you choose the date and time!
This allows you to coordinate what works best for you and shift dates if needed.

Delivery Timeline

- We do not prebook your delivery date until you place your order. A minimum of a 14 calendar days lead time on all new orders is required.
- Delivery times are Monday thru Friday 8am to 8pm and Saturday 8am to 5pm.

Delivery Charges

- Orders over \$2,200 Net will be delivered within our regular delivery area at no charge. Free delivery area is a 200km radius from Waterloo, ON.
- Orders less than \$2,200 Net will be delivered within our regular delivery area at a charge of **\$1.50 per box**.
- Orders that are 25 boxes or less are for pick up ONLY. Please call for pick up details.

Delivery Location

- Arrange for a location that will allow the order to be placed in a protected, cool and shady environment.

Prior to Delivery Date

- Arrange for helpers to unload and sort your order. Allow sufficient time to unload, please see chart below.
- Arrange for your supporters to pick up their order at a specific time.

NUMBER OF BOXES	HELPERS REQUIRED	TIME TO UNLOAD
1-175	1	20 minutes
176-350	2	35 minutes
351-500	3	45 minutes
501 +	4	60 minutes

On Delivery

- Bring the **Order Consolidation Form** and all of the **Sell Sheets** with you to receive and distribute your product.

Drivers

- Review the Bill of Lading
- Remove the wrapping from the skid
- Unload the skid and put each product in its own pile at the back of the truck



Coordinator

- Review and sign the Bill of Lading
- Count the quantity in each product pile
- Note any discrepancies
- Have all **Sell Sheets** and the **Order Consolidation Form** for easy distribution



Helpers

- Unload products from the back of the truck and arrange for easy distribution (for safety reasons no one is allowed on truck.)
- **BE QUICK!** You are working with frozen product



JD Sweid Foods delivers frozen products and is not responsible for products being mishandled once they have left the truck (For example, thawed product due to late pick-ups or improper storage).