



# Delivery Day!

## Tips for Easy & Organized Product Distribution

1. Schedule delivery arrival at least 1 hour before your customer pick-up begins to allow enough time to count and sort orders
2. Arrange for delivery in an accessible area, preferably on a loading dock or through double doors large enough to accommodate pallets. If possible, have two-wheel carts available.
3. To speed up delivery, assign specific volunteers to help unload kits.  
*Note: Ideal Number of Volunteers = 1 Volunteer per 100 Items Delivered.*
4. Organize order forms at the check-in stations by alphabetical order or by classroom/group/team.
5. Have a volunteer at each product station.
6. Place kits in stacks next to one another in the center of the room. This will help keep items cool during distribution. To distribute orders, there are two easy options:
  1. Form two lines alphabetically by first letter of last name; one on each side of the products.
  2. Kits can be sorted into individual orders in advance, if time permits and enough volunteers are available to help count and sort each order.
7. Kit boxes have color coded tape on the outside to show the kit type inside. Cases of cookie dough are marked with a colored sticker to indicate the type of cookie dough inside. The cookie dough lids also indicate type of cookie dough.
8. Refer to tally sheet or order form at check-out to verify the accuracy of each order. Be sure to double check each order with the customer and have them sign for receipt of product.
9. Kits are perishable, but can be kept out of refrigeration during distribution for a period of 4-6 hours. Once at home, most items can be refrigerated for up to 7 days. If not used within 7 days, crust/bread/dough should be stored in the freezer to retain quality. See inner packaging for specific product handling instructions.
10. When transporting kits, be sure to carry in an upright flat position.