

# **“Day of Delivery”**

What you can expect!

## **PAYMENT**

Company policy requires our drivers to collect payment before they offload your order. Please be ready with your preferred method of payment. We accept the following: Organizational check, money order, cashier's check or if you have made prior arrangements with our office, a purchase order # or voucher #. Please understand if you submit a check you will need to show your driver's license (this procedure is required by the Prosecuting Attorney's office for proper identification). We cannot accept personal checks, starter checks, credit cards or large amounts of cash. We appreciate your cooperation with this transaction.

## **ACCOUNTING**

Once we get the payment out of the way we will then present you with a full computer generated accounting book of your sale. This report will be listed by individual and will itemize, by item, by cost, by profit each seller's result. It will then compile the totals for the entire group. Each individual's order will be alphabetized and assigned a number. This number will correspond to the number you will see on the box packed with the completed order.

## **STAGING**

Please allow sufficient time and adequate space for the driver to stage your order. Time and space considerations can greatly influence your overall satisfaction with the entire delivery process. A simple guideline would be to schedule your delivery 15-20 minutes before your announced pickup time for groups of 20 or less and as much as 90 minutes for large groups (larger groups please consult with our office for help in your time calculations). Adequate space goes a long way to making your delivery and setup as smooth as possible. Remember we never turn down volunteer help. *The more volunteer help you have will directly affect the amount of people watching on the sidelines ready to complain!!!!*

Your orders will be boxed according to seller, and staged in numerical order. When your sellers arrive please have them check and confirm their orders before they leave the staging area. Any discrepancies should be reported to the chairperson at this time. You, as the chairperson, must report those to our office for correction on the next business day. Boxes will include a number, a name, the number of boxes required to complete the order, a packing list and an organizational identification. Make sure everyone picks up the right number of boxes!

## **FINAL REMINDERS**

Product is frozen! Please adjust your allowable pickup times when external conditions dictate (summer)! Please provide our office with a cell phone # or phone # where you can be reached at time of delivery. Our driver may need directions or may need to let you know of any complications (traffic).

We are very proud of the service we provide you and are continually trying to improve it. We hope your fund raising efforts have been \$ucce\$\$ful and enjoyable and we hope to have you back soon!!! We sincerely thank you for choosing TJ's Pizza and Fundraising Co.