

# UPDATED March – June 2022 Delivery Schedule



## Route 9

Cheyenne

Driver: James

<b>Order Due Date</b> <i>Orders must be submitted by 5 A.M.</i>	<b>Delivery Date</b>
Friday, April 8, 2022	Wednesday, April 13, 2022
Friday, May 6, 2022	Wednesday, May 11, 2022
Friday, June 3, 2022	Wednesday, June 8, 2022

- Partners may place only one order per delivery
- For an order to be processed it must be a minimum of 500 lb.
- Orders placed after due date and time will not be able to be processed
- There is a \$0.04 per pound delivery fee per agency – Capped at \$100
- Product refused at time of delivery is subject to a \$50 restocking fee
- Please have personnel on site to receive deliveries
- Please have street access and foot path cleared before time of delivery

<b>Agency ID</b>	<b>Agency Name</b>	<b>Delivery Window</b>
<i>Cheyenne</i>		<i>* Drop Site: 515 West Jefferson Road, Cheyenne</i>
A2770-1	Element Church	8:00 a.m. (+/- 1 hour)
A1222-1	Boys and Girls Club of Cheyenne *	9:00 a.m. (+/- 1 hour)
A0121-1	Beacon Hill Baptist Church *	9:00 a.m. (+/- 1 hour)
A0707-1	Safehouse Services *	9:00 a.m. (+/- 1 hour)
A0367-1	Fellowship Baptist Church *	9:00 a.m. (+/- 1 hour)
A0610-1, -2	Needs Inc	9:30 a.m. (+/- 1 hour)
A3016-1	Unaccompanied Student Initiative	10:00 a.m. (+/- 1 hour)
A2773-1	True Vine Community Church	10:30 a.m. (+/- 1 hour)

### Important Notices:

- End of Year Close Out Notice –
  - Agency Express will be down for maintenance 6/24/22 – 6/30/2022
- Holiday Closure Notice –
  - Our office will be closed on these upcoming dates for holiday observances.
    - Memorial Day – 5/30/2022

Please contact us if you need assistance with shopper updates, ordering, or any other questions:

Phone: 307-265-2172

Email: [helpdesk@wyomingfoodbank.org](mailto:helpdesk@wyomingfoodbank.org)

Updated 3/11/2022