

# Nov 2022 – March 2023 Delivery Schedule



## Route 19

Wheatland - Cheyenne

Driver: Jens

Departure: 5 A.M.

<b>Order Due Date</b> <i>Orders must be submitted by 3 P.M.</i>	<b>Delivery Date</b>
Wednesday, December 21 <sup>st</sup> ( <i>adjusted for Christmas</i> )	Wednesday, December 28 <sup>th</sup>
Thursday, January 19 <sup>th</sup>	Wednesday, January 25 <sup>th</sup>
Thursday, February 16 <sup>th</sup>	Wednesday, February 22 <sup>nd</sup>
Thursday, March 16 <sup>th</sup>	Wednesday, March 22 <sup>nd</sup>

### Please Note:

- We recommend placing an order no more than 4 days prior to the order deadline
- Partners may place only one order per delivery
- Orders placed after due date and time cannot be processed in time for delivery
- 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 and verify 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>Wheatland</i>		
A2891	Platte County Extension Office + CSFP	7:00 a.m. (+/- 1 hour)
<i>Cheyenne</i>		
A3201	Friday Food Bag Foundation	10:00 a.m. (+/- 1 hour)
A2770	Element Church	10:00 a.m. (+/- 1 hour)
A1149	St. Joseph's Church + CSFP	10:30 a.m. (+/- 1 hour)
A0610	Needs Inc	10:30 a.m. (+/- 1 hour)
Donor	Walmart DC Pick Up	

### Important Notices:

Holiday Closure Notice – Our office will be closed on these upcoming dates for holiday observances.

*Thanksgiving – November 24<sup>th</sup> – 25<sup>th</sup>  
New Year's Day (observed) - January 2<sup>nd</sup>*

*Christmas (observed) – December 26<sup>th</sup>*

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 11/1/2022