

Nov 2022 – March 2023 Delivery Schedule



Route 20

Rawlins – Sinclair – Saratoga

Driver: LaKreshia

Departure: 5 A.M.

| Order Due Date <i>Orders must be submitted by 3 P.M.</i> | Delivery Date |
|--|-------------------------------------|
| Friday, January 20 th | Thursday, January 26 th |
| Friday, February 17 th | Thursday, February 23 rd |
| Friday, March 17 th | Thursday, March 23 rd |

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

| Agency ID | Agency Name | Delivery Window |
|------------------|-------------------------------|-------------------------------------|
| <i>Rawlins</i> | | * Drop site: 219 W Pine St, Rawlins |
| A1163-1 | Society of St Vincent De Paul | 7:00 a.m. (+/- 1 hour) |
| <i>Sinclair</i> | | |
| A0119-1; - 2 | Baptist Youth Mission + TEFAP | 9:00 a.m. (+/- 1 hour) |
| <i>Saratoga</i> | | |
| A0660-1 | Platte Valley Food Pantry | 10:00 a.m. (+/- 1 hour) |

Important Notices:

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

Thanksgiving – November 24th – 25th

Christmas (observed) – December 26th

New Year's Day (observed) - January 2nd

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

Phone: **307-265-2172**

Email: helpdesk@wyomingfoodbank.org

Updated 11/1/2022