

# Nov 2022 – March 2023 Delivery Schedule



## Route 22

Medicine Bow - Laramie

Driver: Jens

Departure: 6 A.M.

<b>Order Due Date</b> <i>Orders must be submitted by 3 P.M.</i>	<b>Delivery Date</b>
Friday, January 20 <sup>th</sup>	Thursday, January 26 <sup>th</sup>
Friday, February 17 <sup>th</sup>	Thursday, February 23 <sup>rd</sup>
Friday, March 17 <sup>th</sup>	Thursday, March 23 <sup>rd</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>Laramie</i>		<i>* Drop Site: 712 E Canby St., Laramie</i>
A2248	Laramie Soup Kitchen	9:00 a.m. (+/- 1 hour)
A1100	Interfaith Good Samaritan + TEFAP	10:00 a.m. (+/- 1 hour)
A0325	Developmental Preschool Daycare *	10:00 a.m. (+/- 1 hour)
A3004	Central Kitchen Totes of Hope	11:00 a.m. (+/- 1 hour)
<i>Medicine Bow</i>		
A3175	Friends of Medicine Bow Museum	1:00 p.m. (+/- 1 hour)

### 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>*

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

*New Year's Day (observed) - January 2<sup>nd</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