

Nov 2022 – March 2023 Delivery Schedule



Route 24

Medicine Bow – Laramie - Cheyenne

Driver: Kendra

Departure: 7 A.M.

Order Due Date <i>Orders must be submitted by 3 P.M.</i>	Delivery Date
Tuesday of Previous Week	Every Monday
Special Exceptions	No delivery 12/26/2022 No delivery 1/2/2022

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>Medicine Bow</i>		
A3175	Friends of Medicine Bow Museum	9 :00 a.m. (+/- 1 hour)
<i>Laramie</i>		
A1100	Interfaith Good Samaritan	10:00 a.m. (+/- 1 hour)
<i>Cheyenne</i>		
A0610	Needs Inc (+ TEFAP on Second Monday)	12:00 p.m. (+/- 1 hour)

Important Notices:

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

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

Christmas (observed) – December 26th

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