

Nov 2022 – March 2023 Delivery Schedule



Route 9

Cheyenne

Driver: James

Departure: 6 A.M.

Order Due Date <i>Orders must be submitted by 3 P.M.</i>	Delivery Date
Thursday, January 5 th	Wednesday, January 11 th
Thursday, February 2 nd	Wednesday, February 8 th
Thursday, March 2 nd	Wednesday, March 8 th

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>Cheyenne</i>		<i>* Drop Site: 515 West Jefferson Road, Cheyenne</i>
A2770	Element Church	8:00 a.m. (+/- 1 hour)
A1222	Boys and Girls Club of Cheyenne *	9:00 a.m. (+/- 1 hour)
A0707	Safehouse Services *	9:00 a.m. (+/- 1 hour)
A0367	Fellowship Baptist Church *	9:00 a.m. (+/- 1 hour)
A2773	True Vine Community Church	9:30 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 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