

# March 2024 – September 2024 Delivery Schedule



## Route 24

Medicine Bow – Laramie - Cheyenne

Driver: LaKreshia

Departure: 7 A.M.

Order Deadline Date <i>Orders must be submitted by 2 P.M.</i>	Delivery Date
Tuesday of Previous Week	Every Monday
Memorial Day Order Due Date is 5/21/2024. July 1 Order Due Date 6/24/2024 No Delivery on Labor Day, 9/02/2024.	Memorial Day to deliver on 5/28/2024. No Delivery on Labor Day, 9/02/2024.

### Please Note:

- It is best to place your order no more than 3 days prior to the order deadline date, to ensure the freshest items are available when shopping and when preparing your order for delivery.
- Orders received after the deadline date and time cannot be processed in time for delivery and will have to be rejected.
- Partners may place only one order per delivery date. Additional orders will be rejected.
- Please have personnel on site to receive and verify all items delivered.
- Please have street access and foot path cleared before time of delivery, to ensure the safety of our drivers and your volunteers.
- There is a \$0.04 per pound delivery fee per agency – Capped at \$100.

Agency ID	Agency Name	Delivery Window
<i>Medicine Bow</i>		
A3175	Friends of Medicine Bow Museum <b>(No order on second Monday of each month)</b>	9:00 a.m. (+/- 1 hour)
<i>Laramie</i>		
A1100	Laramie Interfaith <b>(No order on second Monday of each month)</b>	10:00 a.m. (+/- 1 hour)
<i>Cheyenne</i>		
A0610	Needs Inc + TEFAP on second Monday of each month <b>(No order on the second Monday)</b>	12:00 p.m. (+/- 1 hour)

### Important Notices:

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

*Memorial Day – Monday, May 27<sup>th</sup>  
Independence Day – Thursday, July 4<sup>th</sup>*

*Labor Day – Monday, September 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)

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