



ORDER DELIVERY AND DISTRIBUTION



1. Once your order delivery date has been confirmed by your Stone Creek Coffee Fundraising Coordinator, reserve a secure workspace at your organization.



2. Recruit volunteers to help unpack and sort your Stone Creek Coffee order. Create a “party atmosphere” with food and music to make this event efficient and fun!



3. Alert your fundraising customers on when they will be receiving their Stone Creek Coffee orders.



4. Before you begin sorting the individual orders, confirm your order. Make sure to check your Master Order Form against the invoice that you received. If there are any discrepancies, call your Fundraising Coordinator right away at 414-270-1008 x205.



5. Begin sorting your order. Line up the products in the order that they appear on the Fundraising Sell Sheet. This makes for easy order assembly by your volunteers. Place the order form in the bag with the products. Make sure to label each individual order for clarity.



6. Distribute to each group member and sip slowly!

