

How to Easily Distribute Frozen Food Products:

Preparation:

1. Place your order online with your final order. (Either Rep or Chairperson)
2. You may order more if you would like to have extras on-hand for late orders, or if your group would like to have additional products to sell after delivery. Your group will have to pre-pay for these orders.
3. Sort order forms alphabetically.
4. Order form columns should be totaled at the bottom and "Total" box filled in for each flavor.
5. Setup an area with 2 long table's end-to-end forming a straight assembly line. Setup multiple rows for deliveries over 500 products.
6. Contact volunteers to help sort orders:
1 volunteer per 100 products sold
Your Independent Rep will help you on the day of delivery too.

Delivery Day:

1. Please pick an area for delivery that is large enough to hold all of your orders.
2. The Independent Rep will assemble your frozen products in order by flavor on the tables and count with you prior to sorting any orders.
3. Volunteers work in pairs. One person reads the order form (Reader) and one person picks the order (Picker). The ABC boxes can be reused for packaging orders to keep the product cold. You should have some extra boxes or bags on hand for smaller orders.
4. Check orders and pack them at the end of the assembly line.
5. Volunteers can write names on boxes after assembly is complete.

Plan:

1. You may have no-shows or absentees the day of delivery so have a storage plan.
2. Have volunteers bring coolers to store extra products or for the no-shows. All products should go into a freezer as soon as possible.