



Chairperson's Checklist



- Account Information**
Your Customer Account Number: _____
- Sale Start Date:** _____
- Selling Period**
Take orders from: _____ to _____
- Date Orders & Money are Due to Your Group:** _____

- Phone In Order Date:** _____
Please phone in your order TOLL FREE at **1.888.526.7247**. We need your order a minimum of 10 days prior to your delivery.

- Last Day for Add on Orders and to Finalize Order**
Date: _____

- Total Amount Due to Joe Corbi's**
Date: _____
Make a single check payable to Joe Corbi's and give to the driver at the time of delivery. The payment must be in the form of a bank check, or money order. Credit card payment is also accepted where available. Not all Joe Corbi's distributors accept credit cards. **NO PERSONAL CHECKS, STARTER CHECKS OR CASH WILL BE ACCEPTED.**

- Delivery Information**
Delivery Date: _____ Delivery Time: _____
Please remind your sellers that the products are perishable and must be refrigerated or frozen within 2-3 hours after delivery.

INFORMATION REGARDING YOUR DELIVERY

- **Delivery day:** we deliver to one location in multiple size vehicles which may also include a 53' refrigerated truck.
- **Assistance for the driver:** The driver will need assistance to unload the truck, so if possible try and recruit a few helpers to assist the driver. You will need to recruit helpers ie: 1 person per 100 units. There is no lift gate on the truck.
- **Tractor trailer accessible:** The driver may be driving a 53' Tractor Trailer. If your location is not able to accommodate this size tractor trailer, then another delivery location will be necessary.
- **Loading Dock:** Does your location have one? This is not required, but it will make unloading the truck quicker.

