



# 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.JCORBIS (526-7247)**.

**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. **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. 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 the location have one? This is not required, but it will make the unloading quicker.

