K I T T E L S O N
marketing \& fundraising

## What to Expect at Delivery - Orders 100 Units or Larger

Orders of 100 units or larger will be packaged by seller, if the individual order totals have been provided. Each box will be labeled as illustrated below. Your order will be arranged according to the alphabetical seller identification number located on each label. Please allow the entire order to be arranged and verified by seller number before any orders leave the delivery location.

## Pre-packaged Order Labels:



- Please allow 30 to 60 minutes to unload and organize orders before any customers arrive for pickup.
- Arrange for a few volunteers to assist in the unloading and organizing of your order. We recommend 1-2 volunteers for orders of 100-500 units, 2-3 for orders of 500-1000 units and 3-4 for orders of more than 1000 units.
- Reserve an area to set up the delivery that is easy to find when your sellers arrive for pickup. Depending on the size of your order, hallways, gyms, cafeterias, and other similar locations will be sufficient.
- We will bring a cart (or carts) to unload your order at the delivery location.


## Delivery Configuration for orders of $\mathbf{3 0 0}$ or more

We try to arrange orders that have many sellers, using the method that is displayed in the illustration below. The first step in sorting a large order will be to separate the seller numbers into groups of 10.


Once these piles are complete, each row can then be spread out in number order by seller. This process will make for an organized setup that can be arranged and verified within just a few minutes time. It will make finding orders during the pickup very simple.

