

# DELIVERY DAY ESSENTIALS

1. **PACKAGE** your orders individually.
2. **INVOICE** and **LABEL** them properly with the complete customer delivery code.

You will find label documents at your Oklahoma Food membership page. You can print them and cut them apart and use them as labels/invoices, or you can make your own. You can label individual products or you can bag all a customer's products together and label that, and your membership page has label documents suitable for each of these options. If you make your own labels, you must include this information:

- + the first and last name of the **member** receiving the product,
- + the **customer delivery code**,
- + the name of the **producer**,
- and **what the product is**.

If you decide to make your own labels, the customer delivery code is listed on your label document and on your orders from us. If you have your own standard label (such as for meats), with what the product is and who you are, you can simply add another label with the customer name and delivery code. **The delivery code is essential.** If you need help with the online labels, contact Emma McCauley at [help@shop.oklahomafood.org](mailto:help@shop.oklahomafood.org).

3. **PRE-SORT** by the regional delivery hub.

The first 3 letters of the customer delivery code identify where the product will be sorted:

OKC - Oklahoma City  
TUL - Tulsa  
TAH - Tahlequah  
NOR - Norman

Pre-sort your orders by these regional codes. Put all the OKC orders together in one container, the TUL orders in another container. Label that container on the outside with your producer name and the 3 digit regional sorting hub. If you have only a few items, you can combine them, but list on the outside of the container each regional sorting hub that has packages inside.

4. **DELIVER BY 12 NOON** to the Oklahoma City Sorting location, presently the OKC Farmers Market, 400 N. Portland.
5. Send or bring an invoice for your products or tell us you are using the online invoice as your invoice to us.
6. Personal notes/cards and recipes included with your orders helps build and preserve customer loyalty and goodwill.

These procedures are explained at greater length at <http://www.oklahomafood.coop/producers.php>. If you have questions, don't hesitate to contact Robert Waldrop at 405-613-4688.