



*Maestro* FOODS, INC.  
PREMIUM QUALITY PRODUCTS FOR FUNDRAISING



## EASY & SMOOTH DELIVERY TIPS

PLEASE READ THE FOLLOWING *ESSENTIAL INSTRUCTIONS* BEFORE PLANNING OR RECEIVING MAESTRO PRODUCTS

- ◆ **NOTIFY MEMBERS OF DELIVERY DATE** PRIOR TO RECEIVING. THIS CAN BE EASY— SENDING OUT REMINDERS, PARENT LETTERS, AND HAVING HOME PHONE NUMBERS.
- ◆ **PLAN TO HAVE PLENTY OF HELP** FOR UNLOADING AND PROPER SEPARATION OF INDIVIDUAL ORDERS. OUR DRIVERS WILL HELP, ***BUT ORGANIZATION MEMBERS MUST BE PRESENT*** TO ENSURE A TIMELY DEPARTURE TO THE NEXT MAESTRO DELIVERY. MOST DELIVERIES ARE COMPLETED WITHIN 30 MINUTES.
- ◆ **DELIVERY AREA** NEEDS TO BE IN A COOL ROOM.
- ◆ **DO NOT DISTRIBUTE** ANY PRODUCT TO MEMBERS OR CUSTOMERS UNTIL ENTIRE ORDER HAS BEEN ***COUNTED AND SIGNED FOR*** AS PRESENT AND DELIVERED.
- ◆ **SORT ITEMS ALPHABETICALLY**. SEPARATE SINGLE LETTERS AND DOUBLE LETTERS FOR A QUICK AND ACCURATE COUNT. ***MIXED CASES*** ARE IDENTIFIED— OPEN AND SORT THESE.
- ◆ **DOUBLE COUNT** EACH MEMBER'S ENTIRE PICK-UP. A WRONGLY COUNTED PICK-UP CAN THROW OFF YOUR ABILITY TO FILL ALL MEMBERS' ORDERS. REFRIGERATE PRODUCT IF NOT DISTRIBUTED IN A TIMELY MANNER. **MAESTRO IS NOT RESPONSIBLE FOR MIS-ORDERED TALLIES OR MIS-HANDLED.**
- ◆ **PAYMENT** - ALL MEMBERS' CHECKS SHOULD BE MADE OUT TO YOUR ORGANIZATION. WHEN MAKING PAYMENT TO MAESTRO, INCLUDE YOUR INVOICE NUMBER ON THE CHECK.  
**TERMS: TO AVOID LATE CHARGES, MAIL PAYMENT WITHIN 7-DAYS FROM DELIVERY DATE.**



VISIT US ON THE WEB FOR MORE DELIVERY TOOLS  
[WWW.MAESTROFOODS.COM](http://WWW.MAESTROFOODS.COM)

GOOD LUCK AND Happy Fundraising! MORE PROFIT—LESS EFFORT!