



The 'Great Southern Highlands Pie Drive' 2019 Procedures

1. Select your distribution date Wednesday 5th June Friday 7th June, Wednesday 19th June, Friday 21st June – Call or email Debbie on 4869 4032 debbie@mealsouthernhighlands.org.au to confirm availability for selected date.

2. Organise your Order Forms

Attach a supporting letter (example included) to promote the Great Pie Drive and include return dates for forms and the distribution date. The distribution date is the day we deliver to you. Decide on your profit margin and insert the price

3. Complete a list of Totals

Use Organisation Order Form as your Total sheet – add together the total orders for each product.

TOTALS NEED TO BE CHECKED AND DOUBLE-CHECKED AT YOUR END to ensure we bake the required stock levels.

4. Post/Email your Order Forms

We pack by each individual order form for you and therefore require you to send us all original order forms. **MAKE A COPY OF ALL ORDER FORMS AS A BACKUP** that you keep, then email, post, or hand deliver all of the original Order Forms, the Organisation Totals Form and number of order forms. **We must have all forms to us a MINIMUM 7 DAYS PRIOR TO DELIVERY.**

5. Delivery to your door

Drivers will deliver your freshly baked orders individually packed and labeled with individuals name, hygienically sealed in cartons and labeled with ingredient declarations, nutritional information and allergen declarations. Please pay your account on delivery or prior to delivery and enjoy the profits raised.

Important Notes:

- Instruct your supporters on your covering letter to make cheques payable to your organisation. A single cheque or EFT payment should then be made payable to Southern Highlands Meals on Wheels BSB 802 101 Account 100058381 after the confirmation of your order.
- Ensure we receive your Order Forms a minimum 7 days prior to delivery.