

SHIPPING AND RECEIVING

Please advise your Catering Sales Manager of your intent to ship packages, the number of packages to be shipped and the day they are anticipated to arrive.

Please do not send packages more than 72 hours prior to the scheduled Event. Handling fees will be assessed for accepting and storing more than 10 packages for event, a \$5.00/per box fee will apply. Please consult your Catering Sales Manager for a schedule of charges.

The following information must be included on all packages to ensure proper delivery:
(1) Group Name; (2) Date of Function; (3) Catering Sales Manager's Name Janet Selby.