



# How to Book Delivery Date

We deliver to all over BC, AB, SK, MB and parts of the States so our transport team is carefully planning where our trucks go and which days they go. They have split each province into delivery regions so it's important that you go through your customized region delivery calendar and choose the date that works best for you and your community before requesting one. Once you have a date there are 3 different ways to request.

## **1 Request a Delivery Date Through Your Team Website**

When you login to your team website go to your TEAM drop down menu and select the "Setup" page. Under the TIMELINE tab there will be a calendar with the current seasons available delivery dates bolded/highlighted. Click on the one that you and your community would like to request.

These requests get processed manually by your GSF Rep so the confirmation can take up to 2 days. If your date has not been confirmed after 48 hours feel free to give your region rep a call!

## **2 Send Your Region Representative an Email**

If you prefer to book your delivery date by email please send your request to [info@growingsmilesfundraising.com](mailto:info@growingsmilesfundraising.com). Please specify the Month and Day you would like to request.

## **3 Give Your Region Rep a Phone Call**

If you would like to book your delivery date directly with a representative please call 1-866-806-1523. If your region representative is not available any one in the office is able to help. Just let us know what group you are calling from we can help you out from there!

### **Final Notes**

- If you do not see a delivery date bolded on your team website or on the provided delivery calendar please give us a call or email.
- Keep in mind your final order is due 14 days before your confirmed delivery date.
- If you need to change your delivery date, you will need to call your region rep - Once a delivery date has been confirmed we need to manually change it.
- Due to popularity and demand, your requested delivery date may not be available or already filled. Your region representative will give you a call if this is the case.

