



**Winter Wonderland
Delivery Service**
Sponsored in part by Ferrario Ford
January 18-February 26

Requirements for Delivery Service

- Minimum purchase amount is \$25 per order from participating businesses.
- Weight limit up to 20 lbs.
- Delivery days-Tuesday and Friday, 10 AM-6 PM (businesses need to notify CGD by noon on Monday and Thursday with delivery requests for the following day).
- Will deliver up to 30 miles one way.
- Deliveries can be made to the workplace or home. If there is a specific time window required for workplace delivery, that must be noted.
- Deliveries may not be perishable items. If items are cold sensitive, please inform CGD when notifying us of the delivery. No items requiring age verification will be eligible for delivery (alcohol, tobacco, etc.).

Delivery and Confirmation process

- Businesses will notify CGD daily by phone (607-937-6292) of requested deliveries with customer's name, address and phone number. See attached CGD intake form for sample information.
- Once CGD receives the request, we will arrange delivery for the next available date and time.
 - CGD will pick up deliveries at your business between 12 PM and 5 PM on Mondays and Thursdays.
 - CGD staff will call all delivery customers on Monday and Thursday afternoons to confirm delivery details.
- The delivery driver will wear a mask.
- The driver will text or call the customer as he or she leaves the prior delivery site with an anticipated delivery time.

- If no one is at the delivery location, the delivery driver will place the package at the pre-designated drop off area and take a photograph of its placement. This will be sent to the customer if they can receive picture messages. If a customer provides an email address, the picture of the delivery will be emailed.
- Please note - delivery driver will place the items at customer's front door unless otherwise noted



Delivery Service Intake Form

Date of Request and DeliveryDate: _____

Business Name and Person of Contact: _____

Items to be delivered: _____

Customer's Name : _____

Address: _____

Phone / cell: _____ land line: _____

Email: _____

Notes: _____
