

ALL STORES

MEMO #08-0522

LATE ORDERS & ADJUSTMENTS FOR UPS SHIPPING

1. Key in order **ASAP.**
2. Please use the **NOTES SECTION** on Wintux and let the warehouse know when you need it.
3. **CALL CUSTOMER SERVICE** WITH ORDER NUMBERS and tell them when you need delivery.
4. Immediately after telephone call to Customer Service:
 - a. **Follow up with email** to Michael Budd-
MichaelB@sarnotux.com
5. If **EARLY MORNING DELIVERY (8:30 am)**, call Mark, Chad or JoeT for approval
6. Check **TRACKING** on order **STATUS** before closing that night and the next morning to be sure packages will be delivered on time and sent the correct way.

PLEASE POST IN BACKROOM PEG BOARD