

Delivery Quick Reference Guide 9/3/19

There are 2 types of Deliveries: Beds Only or Furniture (with or without beds)

Beds Only:

1. Fill out "Eddie's Bed Deliveries Form". **Do not** write a gift certificate (Voucher).
2. Email form to beds@svdpmilw.org or call office @ 414-462-7837 and speak to Natalie (ext. 101) or Michelle(ext. 108). Natalie or Michelle will submit the form for any Vincentian unable to email.
3. Store personnel will call recipient and set up a delivery date. There is no need for the recipient to come to the store.

The conference will be charged the reduced delivery rate of \$40 for up to 2 beds. Each additional bed is \$5.

Furniture Deliveries:

1. If the conference chooses to pay for delivery, they can write delivery on the gift certificate. Otherwise, the recipient will need to pay Eddie directly before delivery is completed.
2. When the gift certificate recipient comes to store, they call Eddie or ask store personnel to call Eddie to confirm delivery.
3. The rate for furniture deliveries is \$60 for up to 4 items. Each additional item is \$5.

If the conference is paying for the delivery, the delivery charge will appear on their monthly invoice.

Delivery Contact: Eddie Moore

Junk Masters LLC

414-588-6565

Store Contact: Donna Wallace

General Manager

drachac@svdpmilw.org

414-377-9077

414-672-2040