

Summer Delivery Request for School Start Up Orders. . . When would you like them delivered?

Timeline - Start up orders for the school year may be placed at a time convenient for your district.

Recommendation - We recommend getting orders to KCDA as early as possible, so that we can be certain to maintain sufficient inventory to cover the needs of every member. Our purchasing department is currently purchasing inventory based on members orders from previous years and will add to that as orders arrive.

Date Needed - Be certain when creating your cart to indicate when you would like your order delivered. Delivery is on a first come first served basis. We will try to honor your requested dates.

Scheduled Shipments - For high usage items, or ones that are needed at a specific time (copy paper, towels, tissues or testing supplies) we recommend using KCDA Scheduled Shipment program. One PO, one order with deliveries according to your needs is a simple way to be certain you will never be without those key products.

To help us better manage the shipment of your summer orders please complete the following information and submit to KCDA. We will be scheduling orders as we receive your requests. Since this is on a first come first served basis, we recommend you submit this form by May 31st.

Contact Information

School: _____ District: _____

Your Name: _____ Phone: _____ Cell Phone # _____

Email: _____

Alternate Contact: _____ Alternate Phone # _____

Alternate Email #: _____

Delivery Information

1. Desired Delivery Date: _____ Alternate Date: _____ Delivery Hours: _____

2. Ship Orders to School: _____

--- or --- Central Location (where) : _____

Delivery Hours? _____

3. If you do not accept regular orders during the summer, list the last day for delivery: _____

4. Equipment Needed for Delivery: Lift Gate or Pallet Jack

Any Special Instructions: _____
