**Any orders placed for pick up after hours must be communicated accordingly.**

When a wholesale customer places an order, it needs to be determined when they are coming. If they are planning on picking up after the warehouse is closed, it must be communicated accordingly. The office must communicate with the warehouse and PFW Country Store.

If there is an emergency and the warehouse closes before the dedicated closing time; it is the employee’s responsibility to let the office know as well as PFW Store.

It is the responsibility of the warehouse to have the completed order placed in the Garage prior to leaving.

Communication is key in any successful situation. Keep our lines of communication open to ensure a positive experience for our customers.

Signed:

Name (print) Title Signature Date

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