

# LOCAL DELIVERIES

## BASE FEES

Mileage (One Way)

0 - 4	\$20.00
4.1 - 6	\$25.00
6.1 - 8	\$30.00
8.1 - 10	\$35.00
10.1 - 12	\$40.00
12.1 - 14	\$45.00
14.1 - 16	\$50.00
16.1 - 18	\$55.00
18.1 - 20	\$60.00

EXTENDED DELIVERY AVAILABLE  
FOR FENCING & PURCHASES  
EXCEEDING \$1,000 ONLY

**\$60 + \$1.20/mi.**

## FENCING FEES

Trailer Required	+\$20.00
Labor Fee	+\$20.00
Extra Person	+1.00/mi.

## HAY LABOR FEES

21 - 40	+\$10.00
41 - 60	+\$20.00
<b>2nd PERSON NEEDED</b>	
↓	↓
+\$1.00/mi.	
61 OR 80	+\$30.00
<b>TRAILER REQUIRED</b>	
↓	↓
81 - 225	+\$50.00
OVER 225 BALES REQUIRES SECOND DELIVERY & FEES	

HAY ELEVATOR +\$20.00

Orders OVER 60 BALES must be  
sold in increments of 20 bales.

## TRUCK CAPACITIES

### Red Truck Max. Capacity

Mulch	16 Scoops (8 yd)
Compost	10 Scoops (5 yd)
Top Soil	8 Scoops (4 yd)

### Fence Panel Add-Ons

Full Load	1-3 Panels
Half Load	1-5 Panels

### Max. Bale Capacity

Red Truck	60
Flatbed	80
FB w/ Trailer	225

### PLEASE NOTE

While we do our best to be  
accommodating as possible, our  
trucks are 2WD.

For the safety of our staff and  
vehicles, we will **ONLY** deliver to  
areas accessible by asphalt,  
gravel, or paved roads.

## QUESTIONS TO ASK

- Are there any accessibility issues?
  - [Will the trailer fit through gate? Roads to avoid? etc.]
- Does the customer have a preferred timeframe?
- Does the customer have equipment to offload heavy items or will staff need to hand offload?

## DON'T FORGET

- Reference the local deliveries board for information regarding scheduling & unavailable dates
- Direct all hay & fencing deliveries to Marissa, Luke, Melinda, or the deliveries email
- Remember to charge for EACH TRIP if delivery requires multiple trips

# ***Local Delivery Order Entry SOP***

## **SCHEDULING & LOGISTICS**

- For hay and fencing deliveries, enter the initial order and let the customer know that we will be back in touch to finalize scheduling and delivery fees. Pass order off to Marissa, Luke, or Melinda.
- The local delivery board will provide information about driver staffing and dates that deliveries will not be running.
- Up to 5 bulk deliveries can be made per day
  - Monday - Friday between 8:30 AM - 4:00 PM
- Confirm availability of ALL items on order before scheduling.
  - If not delivering ASAP, communicate with warehouse to pull ordered inventory aside and flag it.

## **Custom Details Guide**

Fulfillment Type	Local
Sale Type	Delivery Local (bulk, hay) *OR* Fencing
Deposit Required	If relevant
Estimated Order Arrival	S/O or waiting for shipment only
Delivery Route Day	Planned day of week for delivery
Delivery Date	Time of delivery if specified
Delivery Time	Mileage should auto-populate
Fulfillment Location	N/A
Driver	Scheduled driver
Availability Issues	If item for delivery is out of stock/unavailable
Order Notes	Notes for driver - "call first", drop location, etc.

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Ready to set up a delivery?

Email [deliveries@chathamfarmssupply.com](mailto:deliveries@chathamfarmssupply.com)

- First & Last Name
- Phone Number
- Full Street Address
- Order Details (product, amount, scheduling info)

John Doe  
(555) 555-5555  
123 Main St, Pittsboro, NC 27312

I would like 4 scoops of mulch. Tuesday the 10th would be the best day for me. I will put a tarp down where I'd like it to be dumped.

Need help?

Email  
[deliveries@chathamfarmssupply.com](mailto:deliveries@chathamfarmssupply.com)

OR

Call  
(919) 542-3353

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