

Helpful hints for Pie Drives

Here are some hints to help make your Pie Drive a success!

1. Book **DELIVERY DATE A.S.A.P.** This must be done prior to you sending out order forms.
2. Make a decision on which Pie drive you are going to hold eg. **PIES ONLY, VOUCHERS ONLY or PIES AND VOUCHERS**
3. Only allow 2 - 3 weeks selling time. (Any longer people tend to think they have plenty of time & put the sheet aside & forget about it.)
4. If you choose to sell Family Pie Vouchers, when sending home order forms, we suggest you attach a cover letter outlining the conditions of redeeming the vouchers eg. **Orders must be placed with Cranston's Pies before 3.00pm the day before collection. Only available Monday to Saturday.** We cannot guarantee available stock if orders are not placed.
5. We suggest you make your cut off date **10 days** before your delivery to allow a couple of days for late orders to come in. Please keep in mind we need your final order **7 DAYS** before your delivery date.
6. We can supply you with a **Final Totals Sheet** for cross checking your totals if required, contact us to arrange for one to be faxed or emailed to you. Transfer **SELLERS TOTAL ORDERS** to the sheet & add up each column for final totals. Alternatively, if you are familiar with Spreadsheets eg. Excel on computers you could use this process for calculating your numbers. We have a template on file if you wish to have it emailed to you. Contact the office to make arrangements.
7. Ask people to bring in clean shopping bags or cartons to pack orders into on collection day.

ON DELIVERY DAY

6. Check on delivery time with Cranston's Pies.
7. Give yourself plenty of room for packing orders.
8. Depending on the amount of pies sold, on average, you would need at least 4 volunteers to help sort orders. Work in pairs - 1 to read orders off the sheet, other to select the pies.
9. If packing orders into shopping bags, sit the pies flat in the bags, **NOT ON THEIR SIDE** as the pies will collapse if packed in side ways.
10. When handing out vouchers, we suggest you keep a copy of the voucher numbers handed to each family. This may help you if there are any discrepancies at the end of the drive. If vouchers are lost or stolen, we cannot guarantee replacing vouchers if you cannot give us the corresponding numbers for us to cancel.
11. ***If at the end of packing orders, you are pies short or you have pies over, please go back and recheck each order and sheet before handing out, as this is normally where the error has occurred.***
12. ***If orders do not get collected on delivery day, please place Family Pies in refrigeration or freeze & Vouchers must be kept in a safe place.***