



Procedure Guidelines for Logistics Customers

1. Master pick up order is prepared by the distributor using the “Request for Shipment/Consolidation” form.
2. Completed form may be faxed to Tony Becerra at 707.935.8341 or emailed to tony@groskopf.com.
3. GWL will call each supplier to verify order, and GWL will arrange for pick up of your requests.
4. Orders are picked up within 3 to 7 working days and held and staged for your appointment at GWL.

GWL WEEKLY PICK UP SCHEDULE

Sonoma, Mendocino & Lake Counties (Hwy 101)	Wednesday
Sonoma Valley	Friday
Napa County (Hwy 29)	Tuesday & Thursday
San Francisco, San Jose, South Bay	Monday &/or Friday
Highway 99	Monday &/or Friday
Sierra Foothills, Central Coast, Los Angeles	As Needed
