

LOGISTICS CUSTOMER PROCEDURES AND PICKUP SCHEDULE

Procedure

- Master pickup order is prepared by the distributor using the “Request for Shipment/Consolidation” form.
- Orders must be submitted 48 hours prior to the day the order is scheduled.
- Completed form may be faxed to **707.935.8341** or emailed to either:
 - Leah Crouch at **leah@groskopf.com OR**
 - Michelle Forney at **michelle@groskopf.com**
- GWL will call each supplier to verify order and GWL will arrange for pick up of your requests.
- Orders are picked up within 3 to 7 working days and held and staged for your appointment at GWL.

Pickup Schedule

Location	Pickup Days	Scheduled On
Highway 101 <ul style="list-style-type: none"> • Sonoma, Mendocino, Lake Counties 	Wednesday	Tuesday
Highway 29 <ul style="list-style-type: none"> • Napa County 	Tuesday and Thursday	Monday and Wednesday
Highway 50/80/99 <ul style="list-style-type: none"> • San Francisco, San Jose, South Bay, Sierra Foothills, Sacramento • City of Sonoma 	Monday and Friday	Wednesday through Friday
Remainder of California <ul style="list-style-type: none"> • Central Coast, Los Angeles 	As needed	

Please direct questions to either:

- Leah Crouch • Tel: 707.939.3134 OR
- Michelle Forney • Tel: 707.939.3139