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

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Please direct questions to either:

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