



Delivery Guidelines

All deliveries **MUST** be scheduled in advance:

- **Call 919-553-1530 ext. 6511 to schedule delivery:**
 - Provide the following: shipping company, item description, quantity, and how item(s) is packaged
 - Note the day and time of your scheduled delivery and the **NAME** of the Town employee you spoke to and any instructions
 - If you do not schedule in advance, your delivery will not be accepted
- **Deliveries are can be scheduled as follows:**
 - Monday –Friday (excluding holidays)
 - 8am to 12:00pm and 12:30pm to 3:30pm
- **Deliveries MUST be:**
 - Delivered at the agreed upon time
 - Include a packing list that is detailed and accurate
 - If palletized, it must be forklift accessible from ground level
 - In good condition, damaged items will **NOT** be accepted

Questions? -

Contact [Johnny M. Stanley](#) (Purchasing Officer)

#919-553-1530 ext.#6511