

# Temporary Process Change for e-Harvest

## Order Pick-ups and Shop-Thru:

As of Monday, March 30, 2010 we will change the process for how agencies pick-up their e-Harvest orders and Shop-Thru. We're taking precautions so we can continue operations. The front door will remain locked. There will be no access to public restrooms. **When you arrive:**

- **Call the front desk at 614-317-9426 and let us know you're here.** We will ask you if you're picking up an order and/or doing Shop-Thru. If a dock door is available, we will direct you to pull in. If one is unavailable we will ask for your phone number and call you when we have a dock door available.
- If you're doing Shop-Thru a sheet will be outside on a cart for you to fill out. Once you're finished filling out the sheet please ring the doorbell and a National Guard person will take the form and fill your order.
- All e-Harvest orders will be invoiced and those invoices will be attached to your orders. Please sign one copy and leave it in the basket that's on the cart.
- If you're donating items, please ring the doorbell and a National Guard person will retrieve the items from your vehicle and a receipt will be given.

Thank You for your understanding.

