

Friday, January 24, 2025
Warehouse Cookie Pickup Troop Instructions

Cookie Storage and Transportation

Cookies should be transported in vehicles and stored in areas that are clean, smoke free, dry, pest free and safe from pets.

What to Bring

- Box truck or flatbed trailer so that full pallets can be loaded by a forklift. If this is an option for your troop, you need only the driver who will also be able to count and sign for the cookies.
- If you plan to load into vehicles, please bring extra people to help load the cookies into vehicles. The more people you have, the faster we can get you loaded once the cookies are counted.
- Your eBudde Delivery Confirmation page to verify your order.
- A pen for the counter to sign and initial forms.

For safety reasons, the warehouse has asked that we not have any children on site. If you have to bring children with you, it is important that they stay in the vehicle at all times.

Arrival & Check-in

Armstrong Relocation, 1900 N Indianwood Avenue
(south of 61st Street between 129th E Ave & 145th E Ave)

- Please plan to arrive only a few minutes before your assigned pickup time. Text your Pickup Code (found on your eBudde Delivery Confirmation page) to check in for your troop.
- You will be greeted by staff or volunteers and given your troop's N/S4 "bubble report" and direct you to the correct bay door.
- You will pull up into the bay doors on the south end of the building.

Pickup

- You will verify that your entire order is correct before any loading begins.
- After each variety is correct, initial the corresponding spot on the bubble report.
- Your completed bubble sheet will be turned in and you will sign a receipt or check out by text. It is important to keep all receipts for your records.