



Consolidation SOP

Order Procedure

- Order placed 48 hours in advance (to be received by noon pacific)
- Buyer requests a River Fresh Farms number to provide suppliers at time of order
 - Each load receives a unique River Fresh Farms number
- River Fresh Farms provided pallet count, case count, and vendor pick up #.

Supplier Pick Up Procedure

- Pick Up Times
 - Mon–Fri – 8 AM to 8 PM (By Appointment)
 - Saturday - 8 AM to Noon (By Appointment)
- RFF will contact consolidation suppliers daily by 10a.m. to schedule appointments
- All pallets to be shrink wrapped with placards attached front and back
- Each placard must include supplier name, P.O. #, Customer name and division, River Fresh Farms #, case count, pallet count, and total counts (template is provided)
- Product will NOT be received without a completed placard.

RFF Loading Procedure

- RFF performs a visual inspection of pallet upon receipt
 - Verify placard information is correct
 - Visual verification of count
 - Visual verification that the pallet and content is in good condition
- RFF provides each driver a Master BOL
- RFF Adherence to temp recorder requirements (recorder is turned on & serial # listed on BOL)

River Fresh Farms Contacts Information

<u>Sales Contact:</u>	<u>Primary Phone #</u>	<u>Secondary Phone #</u>
Jessica Rains	831-998-7072	831-277-7626
Junior Cortez	831-998-7072	831-809-5744
Brian Banuelos	831-998-7072	831-261-4041

Order Management:

Email: sales@riverfreshfarms.com

RFF Fax #: 831-998-7749

Loading Location-Coastal Cooling-Castroville

11296 Blackie Rd Castroville, CA 95012

Phone: 831-633-0300

Loading Appt Scheduling Email: castrovilleshipping@coastalcooling.us

Dock Hours 8:00AM – 10:00 PM

Saturday 8:00AM- 4:00PM

Last Loading Appointment is 9:00 PM

Last Loading Saturday Appointment is 3:00 PM