

Daily



Pallet

Materials Distribution Newsletter

Packing Lists

You may feel like a kid at Christmas when you receive your packages from the warehouse! However, it is crucial to verify the contents of your delivery against the packing list sent with your order.

Please keep all deliveries in a secure location to prevent tampering with orders until items have been checked and accounted for. If you find items are missing check your packing list to make certain they are not on back order. Call the MDC at 801-402-7630 to report any **damages, overages, shortages, or incorrect items** after opening all the boxes received. All problems must be resolved within ten working days of delivery to ensure proper credit. *Exceptions to this would be orders delivered in the summer for the following school year.*



Warehouse Loans

Have a choir concert coming up? Now is the time to put in those requests for risers, sound shells, music stands, and extra chairs for your audience. To request items in Encore go to: Logistics - Materials Distribution - Warehouse Transfer Request - Transfer Type - Warehouse Loan. Put in your requested dates and remember to click the "Add Item" up arrow before clicking the "Submit Request" right arrow.



We had so much fun helping the Davis Education Foundation with their annual Child Spree event at Kohl's!



*"You're off to great places, today is your day! Your mountain is waiting, so get on your way!"
Dr. Seuss*