



SWANSON MEATS, INC.

EXCELLENCE IN SERVICE & QUALITY SINCE 1962

How To Place an Order

- **Online Order Entry** - Ask to be set up for online order entry. It's simple and easy to use.
- **Email** - Email your orders to: sales@swansonmeats.com
- **By Phone** - Give your sales rep a ring or call our office between the hours of 6:30am - 4pm, Monday - Friday. You are welcome to leave your order on our voice-mail after 4pm.

Order Cut-Off Time

- **6pm** - Orders must be placed by 6pm for next business day delivery. Sales reps may set their own cut-off time to ensure they have enough time to enter their orders into the system before the hard deadline of 6pm.

Delivery Minimum

- **\$500 Invoice Total** - No line item requirements. No minimum case quantities. Simply meet \$500.
- **\$25 Service Charge** - If your order falls short of \$500 we will add on a \$25 service charge. Want to avoid the \$25 service charge? - Will call your order at no charge.

Will Call Orders

- Customers are welcome to stop by and pick up an order free of charge. No minimum order requirements. Will calls are from 10am - 4pm Mon-Fri. Please call ahead.

Saturday Emergencies

- **Saturday Deliveries** - We are open for emergency deliveries only. Orders must be placed by 8am for same day delivery. You will be charged a delivery fee, fees vary based on location. Expect to pay around \$40 - 60 for a Saturday delivery.
- **Saturday Will Calls** - Will call hours on Saturday are from 8 - 10am. All orders must be called in by 8am and picked up by 10am. No charge for Saturday will calls.

Payment Options

- **Business Checks** - Business checks are accepted. No personal checks. Bounced checks will be subject to a \$30 NSF charge.
- **Cash Payments** - You may pay by cash at the time of receipt.
- **Credit Card** - We accept payment via credit card, however we do charge a processing fee of 3.125% per transaction. To avoid the transaction fee sign up for ACH payments.
- **ACH Payments** - An ACH payment is an electronic transfer of funds from your bank to ours made through the Automated Clearing House. This service is free of charge. If you would like to make payments via ACH please fill out the Direct Debit Authorization form.