**Notes on overnight shipping**

**Field Crews**

Contact your managers *immediately*!

Plan on getting your fruits into a fridge. If your fridge is gross, wipe it down first, we don’t need vegetable funk rotting the fruit. Do not freeze fruits, this may break cells and create fruit juice. Please get strong (‘Freezer strength’) ziplock bags for the fruits. When in the fridge, you can leave the top of the bags unzipped. But zip them before shipping!

**Managers**

Now you *immediately* contact:

1) **Sarah Garvin** at Bend, phone: 541-383-5646. In summers she is at work by 7, and leaves before 4. She actually checks her voicemail and will respond. Can Bend process the collection this week?

2) Project Partner with FedEx account info. Let them know that the crew is expected to ship the item on So-and-so day, otherwise they may be in the field and unable to verify the costs are OK on that day.

3) Project Partner or Agency Coordinator, anyone who may be familiar with processing the fruit. Is this a truly urgent fleshy fruit?

Notes: I expected shipping to be like 100 bucks; it was nearly 3x that from a major city!!!

**Field Crews (Again)**

Determine what is the latest time you can drop off at FedEx for overnight shipping (it may vary by location). Also determine if the rate will change depending on drop off time (it probably won’t).

If possible find the Airport Fedex location. These are generally the local areas where all packages go before being sorted and shipped towards there destinations.

If the shipping rate does not change throughout the day, try and hold onto the collection until near the shipping deadline, e.g. show up to FedEx an hour before the deadline, with all required supplies. Again if they accept next day parcels until 5, show up at 4. This is very useful in case wild stuff happens in the last hour, which it totally will.

Get the smallest styrofoam cooler which can fit the collection before going to FedEx. The volume of the cooler is the primary factor in the price of overnight shipping. This is **VERY IMPORTANT.**

If you have a styrofoam cooler ahead of time, feel fee to drop some ice in there to drop the temperatures of the cooler walls. **Remove** this ice before packing in your fruits!! It is *just* to drop the temp of the cooler. (this is a totally optional step).

Multiple next day deliveries may be available. Shoot for the ‘**by noon**’ option if the fruit will be arriving Friday. If you have a tough fleshy fruit, and the package will be arriving earlier in the week, than ‘**before 4 PM’** may be a suitable option (but I don’t actually know this). I find it unlikely anyone needs to use the **before 10 AM** option (but I don’t actually know this).