



What is a Private Pick Up Point?

Pick Up Points are shipping destinations that conveniently allow Independent Distributors to combine multiple orders and achieve lower freight rates.

Pick Up Point Pointers

- Each Pick Up Point has one designated Pick Up Point Organizer who will be responsible for weight, schedule, and final distribution of product.
- Each Pick Up Point is assigned a 2-digit code that specifies the destination.
- Shipments may be set to release when shipping weights reach 300 total pounds.
- Shipments are scheduled to ship on a “will call” basis
 - *Pick Up Point Organizer must call to release “will call” shipments.*
- All orders are packed as one large shipment, ready to be separated into individual orders upon arrival.
 - *Upon request, shipments may be separated into individual orders and labeled for a charge of \$10.00 per order.*
- May be set up as either Charged Freight or No Charge Freight
 - **Charged Freight** - *Each individual order is charged the shipping weight per pound at the time of original order.*
 - **No Charge Freight** - *The Organizer is charged the total freight at time of shipment and personally collects the individual freight amounts.*

Ordering Guidelines:

1. When placing an order, Independent Distributor must provide the Pick Up Point’s city and 2-digit destination code to the Sales Center staff.
2. Pick Up Point orders may be closed only by the Pick Up Point Organizer. Once the Pick Up Point has been closed, no additional product will be added.
3. If a Pick Up Point order is closed and shipped under the set minimum shipping weight of 300 pounds, the Organizer will be charged \$0.50 for each pound under the set minimum shipping weight.
4. There will be a \$10.00 change fee to move an order from its original Pick Up Point to another.
5. Pick Up Point Organizer must notify Conklin of any shipping errors immediately.

Tools for Pick Up Point Managers:

To assist in the management of your Pick Up Point, you may review your Pick Up Point orders on Conklin’s website. Once logged into Conklin Central, click on “Pick Up Point Status” on the main screen. This tool will show you who has placed orders, orders placed as winter storage, and the current weight of the Pick Up Point.