

General Stores Off-Campus Delivery Guidelines

1. Guidelines and ordering requirements

- a. A delivery or ship-to-code is required to make a purchase from General Stores. This is a 10 digit number and usually corresponds with the main office for your department or clinic.
- b. A full street address is necessary, along with contact name and phone number of someone on location.
- c. All off campus deliveries of in-stock-items shall be delivered the next business day.
- d. There is a minimum order requirement of \$50.00. Any order not meeting this requirement, but still requested, will be assessed a \$10.00 surcharge or shipped UPS, whichever is least.

2. Location Requirements

- a. Must have parking immediately available for deliveries with easy access to the building.
- b. Someone must be available at location to accept deliveries, if no one is available at time of delivery, the order will be shipped UPS at requesters expense.
- c. The building must have an elevator or ground level delivery when ordering more than 30lbs of material.
- d. Our delivery area currently consists of: East of State Street, North of 800 South, and South of 11th Avenue. Please see map below.
- e. For delivery options outside these parameters, please contact us at 801-581-8671 or dana.grant@stores.utah.edu.

Off Campus Delivery Area

