



## WORKPLACE SHARE INFO SHEET

~ We'll deliver shares to your office or community space if you have 10 shares or more sign up.

*Delivery in-town Portland, Falmouth and Yarmouth*

**Delivery Time:** New Beat will deliver shares Tuesdays between 1:30 and 3:15, guaranteed arrival by 3:15. Contact us if this is too late in the day and we might be able to make it work. Each individual share will be labeled with shareholder name and share type.

**Delivery Locations:** We will work with your group leader or office HR person to set up a location for delivery in your building.

When figuring out a designated delivery spot there are a few things to consider:

- Shares will keep best in a cool room away from windows.
- Is there refrigerator space nearby for shares that don't get picked up on delivery day?
- Is the share delivery space easy access for delivery but out of the way or general foot traffic?
- Ideally empty share boxes are returned the following week so have a designated space

**Share Dates:** Summer Share: Tuesdays June 13<sup>th</sup> through October 24<sup>th</sup>

Winter Share: Every third Tuesday Nov. through March

**What if I'm going to miss a share?** If you know you are going to be out of town and will miss a share let us know ahead of time and we can either double up your share the week before or the week after, or you can have a friend or co-worker pick it up. We just need to know by the Saturday before the pick-up, after that we will not be able to hold your share since we harvest for the CSA on Mondays and need to be able to plan ahead for our harvests.

*Figure out an action plan for what to do with a share that gets forgotten or not pick up on time.*

**Flower Shares:** Shares will be delivered in Mason Jars and you will need to provide a jar to switch out every week.

**Egg and Cheese Shares:** These shares are kept refrigerated till time of delivery and will be fine out of a cooler till the time you get home, but having a small cooler with an icepack doesn't hurt in the heat of summer.

**How to Sign Up:** First have one member of your group fill out the **Office & Community Space Delivery Sign up Form** on our website and get approval from us for office delivery, **then** each shareholder can sign up on our website or by mail. Choose your delivery site option from the drop down menu for both Summer and Winter Shares.

**Want your share payments directly withdrawn from your paycheck?** We can work with your Human Resource Department to work out this option. Contact us for more info.