

# April 2025

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Order Coordinator  
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## PICKUP AND DELIVERY ORDERING CALENDAR – PLEASE READ CAREFULLY

- The date on the calendar reflects the day you will receive the order, either via Pickup or Delivery Route, per your account setup.
- Pickup and Delivery orders follow the same **order window** time periods.
- Order windows are 5 business days listed under the date with an \*. The first day of that range is the **start date**. The last day is the **due date**.
- Agencies should select “SHOP” in P2 to open an order on their start date.
- Agencies should submit their order in P2 by noon on the due date.
- **Orders submitted after 12pm noon on the due date will be scheduled a week later.**
- A new order cannot be started in P2 until your last order has been reviewed by MANNA.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Mar 30	Mar 31 Madison Route <b>*March 18-24</b> Due: March 24 @ noon	1 Polk Route <b>*March 19-25</b> Due: March 25 @ noon	2 Cherokee Route <b>*March 20-26</b> Due: March 26 @ noon	3 Clay Route <b>*March 21-27</b> Due: March 27 @ noon	4 Mitchell-Yancey Route <b>*March 24-28</b> Due: March 28 @ noon	5
6	7 Haywood Route <b>*March 25-31</b> Due: March 31 @ noon	8 Macon-Jackson Route <b>*March 26-April 1</b> Due: April 1 @ noon	9 Graham-Swain Route <b>*March 27-April 2</b> Due: April 2 @ noon	10 McDowell-Avery Route <b>*March 28-April 3</b> Due: April 3 @ noon	11 Transylvania Route <b>*March 31-April 4</b> Due: April 4 @ noon	12
13	14 Madison Route <b>*April 1-7</b> Due: April 7 @ noon	15 Polk Route <b>*April 2-8</b> Due: April 8 @ noon	16 Cherokee Route <b>*April 3-9</b> Due: April 9 @ noon	17 Clay Route <b>*April 4-10</b> Due: April 10 @ noon	18 Mitchell-Yancey Route <b>*April 7-11</b> Due: April 11 @ noon	19
20	21 Haywood Route <b>*April 8-14</b> Due: April 14 @ noon	22 Macon-Jackson Route <b>*April 9-15</b> Due: April 15 @ noon	23 Graham-Swain Route <b>*April 10-16</b> Due: April 16 @ noon	24 McDowell-Avery Route <b>*April 11-17</b> Due: April 17 @ noon	25 Transylvania Route <b>*April 14-18</b> Due: April 18 @ noon	26
27	28 Madison Route <b>*April 15-21</b> Due: April 21 @ noon	29 Polk Route <b>*April 16-22</b> Due: April 22 @ noon	30 <b>MANNA CLOSED</b>	May 1 Clay & Cherokee Routes <b>*April 18-24</b> Due: April 24 @ noon	May 2 Mitchell-Yancey Route <b>*April 21-25</b> Due: April 25 @ noon	May 3

### MANNA Agency Relations Contact Information

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