



Q: How do I place an order with Public Market?

A: Visit our website (www.merrilldistributing.com) and click on the Public Market Menu. A drop-down menu will come up, please choose Public Market SOP (Standard Operating Procedures). Click on the link on this page for instructions on how to download the MDI Mobile (Merrill Distributing Inc.) App and to place your order.

Q: What days can I pick up my order?

A: We are offering Tuesday through Thursday pickup on all orders.

Q: When can I pick up my order?

A: We have time slots available from 10a-1p and then again 3p-6p for picking up your order. When ordering, you will select the time you want to pick up your order.

Q: What is the cutoff time to place an order?

A: Orders **MUST** be placed by 5am for pickup on the following day. Example: Place order by 5am Tuesday, to pick up on Wednesday.

Q: Where do I pick up my order?

A: Orders are to be picked up on our Semling Drive entrance, located on the southeast corner of the building. Please do not use our main Memorial Drive entrance.

Q: How do you know when I am there to pick up my order?

A: Please call or text **715-351-9634** when you arrive, or on your way. Please include the name on the order, so we can have your order ready to bring out to you.

Q: What items are available with pricing?

A: Once you download the MDI Mobile (Merrill Distributing, Inc.) App and sign in, you will see all items offered and pricing. We also have an item list, without pricing, on our website at www.merrilldistributing.com, under the Public Market Menu.

Q: How can I easily order the same items weekly?

A: When you log into the My Merrill App, you will see all your past orders. Just click on your past order and select Copy Order. It will recreate the same order for you to process. You also can add items to this order.

Q: Who do I contact if I have questions?

A: *Please direct all communication, regarding our Public Market, to the email address below:*

PublicMarket@merrilldistributing.com

Note: When you initially sign up on the MDI Public Market, PLEASE make note of your customer number and password, as you will need this for future orders