Please read the important information below.

Cutting instructions should be submitted online by visiting [www.thisoldfarm.com](http://www.thisoldfarm.com/). The digital form can be found at the top of the screen in the menu bar by clicking Services & Cut Sheets, then clicking the appropriate link for the species you are selecting. ***Cut instructions are due by 4:00 PM the date of slaughter.*** (Submissions after slaughter appointment and/or changes to the order after submission are subject to an $12.10 change order fee.) If your customers do not have internet access or have questions, they are welcome to call our staff Monday through Friday from 9:00 – 6:00 for assistance.

**Effective June 1, 2020, farmers are required to have a credit card on file OR pay a deposit to secure his/her appointments on our slaughter schedule. In the event you cancel or do not bring in all animals as scheduled, the credit card on file will be charged $50 per animal. If you have paid a deposit, this is non-refundable and will not be credited toward the processing of animals delivered as scheduled.**

If you are considering bringing more animals next year, please keep in mind that we will maintain your credit card on file to secure future appointments. Reschedules can be done without penalty prior to 48 hours of your appointment. ***Cancellations, regardless of amount of time given, may be assessed a $50 per head fee.***

Please remember to withhold food for 24 hours before the day of slaughter or an extra labor fee for a full stomach may be added. *During the cold months and extreme heat, we greatly prefer morning drop offs as a precaution for animal safety and wellbeing.* Please be advised that any arrivals outside of the provided times are subject to a late or early arrival fee. The provided dropoff times are 6:00am-6:30am the day of slaughter or 3:30pm-4:00pm the day before slaughter, **except on Mondays or the day after a federally observed holiday**. Our drop off times ensure we have staff prepared and ready to offer the best customer service possible.

Please bring in your completed Livestock Drop Off Sheet (a copy is attached or to go [thisoldfarm.com](https://thisoldfarm.com/) and click the drop down menu for Service & Cut Sheets for a printable .pdf form or Word document). The Livestock Drop Off form connects us to your customer(s) and is required for us to process for you and/or your customers. Please complete the customer list on the back/second page so we can easily identify and assign your customer(s) to your animals. **If we do not have this information at drop off, all orders will be assigned to the farmer.**

All orders will be assessed a $48.40 Administrative Fee. This fee covers items such as trash and waste removal, repairs, labor, and various other incidental business expenses. An $11 discount will be offered to farmers who provide their entire customer list and have electronic cut instructions submitted (paper copies are not included in the discount). Prior customers who use previous cut instructions and/or customers who want the standard butcher cuts do not have to submit new instructions, just indicate P or S on the customer list of the drop off form. Prior and/or standard cut instructions are included in the discount.