

LOS ANGELES REGIONAL



Fighting Hunger. Giving Hope.

March 21, 2017

To: Agency Representatives
From: LaRonda Simes, Agency Relations Supervisor
Subject: Food Bank Staff Event– 3/30/17

On Thursday, March 30, 2017 the Food Bank's warehouse will be closed to agencies between the hours of 9:00 AM - 2:00 PM for an in-house Food Bank event.

If you are picking up an order on Thursday, 3/30/17, you may request an early pick up appointment between 5:30-9:00 AM or late pick up appointment 2:00-3:30 PM when you call in your order on Tuesday, 3/28/17. Agency Express users must contact Inventory Control on Tuesday, 3/28/17 to adjust their pick up time after placing their order online on Monday, 3/27/17.

⇒ If you prefer to pick up your order on Wednesday, 3/29/17, please call Inventory Control on Monday, 3/27/17 before 10:00 AM, to place your order. If you are an Agency Express user you will not be able to change your pick up day to Wednesday in the system, please call in on Monday before 10:00 AM to place your order.

NOTE: Agencies picking up an order need to arrive before 9:00 AM or after 2:00 PM. We cannot accommodate late or early comers.

Agency Relations, Accounting, and the Inventory Control departments will closed from 11:15 AM–2:00 PM.