

LOS ANGELES REGIONAL



Fighting Hunger. Giving Hope.

August 21, 2017

To: Agency Representatives
From: LaRonda Simes, Agency Relations Supervisor
Subject: Food Bank Staff Event– 8/30/17

On Wednesday, August 30th 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 Wednesday, 8/30/17, 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 Monday, 8/28/17. Agency Express users must contact Inventory Control on Monday, 8/28/17 to adjust their pick up time after placing their order online on Friday, 8/25/17 after 5:00 PM.

⇒ If you prefer to pick up your order on Tuesday, August 29th, please call Inventory Control on Friday, 8/25/17 before 12:00 PM to place your order. If you are an Agency Express user you will not be able to change your pick up day to Tuesday in the system,. Please place your order via telephone on Friday, 8/25/17 before 12:00 PM .

⇒ 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 be closed from 11:30 AM–2:00 PM.