

ATTENTION:

IMPORTANT INFORMATION ON SEPTEMBER FOOD BANK CLOSURES

Central Texas Food Bank Partner Agencies,

IMPORTANT NOTICE – *The annual inventory closure dates have changed and expanded.* Please review the updated closure information immediately and note if your agency will be affected. In order to conduct our annual inventory, **CTFB will be closed and cannot accommodate order pick-ups and deliveries from Monday, September 27 to Friday, October 1.** No orders will be received during this closure, however, we will have shop-for appointments only available on Friday, October 1st. This means all regularly scheduled pick-ups and deliveries are cancelled during this time. Below are the modifications being made to the ordering schedule as a result of this closure:

If you are picking up or receiving delivery on:	Your ordering window opens on:	At:	Your order is due on:	At:
Monday, October 4	Thursday, September 30	10:00am*	Friday, October 1	9:00am
Tuesday, October 5	Thursday, September 30	10:00am*	Friday, October 1	9:00am

*Agency Express will be closed September 27-29 and may have a delayed re-opening time for those placing orders on September 30 for Monday, October 4 and Tuesday, October 5.

Annual inventory is an important process that allows us to ensure our tracking systems are as accurate as possible in order to reduce future errors on orders. If your organization will be in need of a rescheduled pick-up during this closure, please reach out to your relationship manager to see what may be possible. Reschedule spots will be limited and are available first-come, first-served. CTFB will remain open for normal business operations the week prior to the new inventory closure dates. We apologize for any inconvenience caused by this change and appreciate your patience and flexibility as we work through our annual inventory count.

For the most up-to-date closure information, please refer to the [2021 Holiday Guide](#) and the [agencies page](#) of our website. The Food Bank will post and send out closure ordering guidelines 30 days prior so you can plan for your pantry needs.

QUESTIONS?

If you still have questions about this update, contact your Agency Relations Team at agencies@centraltexasfoodbank.org or (512) 684-2503.

