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Important Reminders Upcoming Closures

IMPORTANT NOTICE – The annual inventory closure dates have changed. 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 from Monday, September 27 to Thursday, September 30. This means there will be no pick-ups, deliveries, or shop-for during these times. 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:
Fri., Oct. 1	Thurs., Sept. 23	10:00 a.m.	Fri., Sept. 24	9:00 a.m.
Mon., Oct. 4	Wed., Sept. 29	10:00 a.m.	Thurs., Sept. 30	9:00 a.m.

Agency Express will be closed September 27-30 and may have a delayed opening time for those placing orders for Monday, October 4. 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. CTFB will post and send out closure ordering guidelines 30 days prior so you can plan for your pantry needs.

[Click here to download the 2021 Holiday Guide.](#)

[Click here to visit the Agencies page.](#)

Contact the Team

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