

AUGUST 2025

PARTNER PRESS



Monthly Reporting & Ordering Guidelines

Please submit your Monthly Statistics through the Partner Zone or email them to **agency@fbnela.org** by the 1st of each month. Example: The August report is due by September 1st.

Ordering Guidelines:

- If ordering by email, please send to **orders@fbnela.org**
- Orders should be submitted at least 1.5 days in advance of your scheduled delivery.
- Example: If your delivery is on Wednesday, please place your order by 12:00 PM on Monday.
- If you fax your order, please call us by the end of the day to confirm it was received.

Document Submissions:

When submitting pictures of documents, please ensure they are:

- Taken in good lighting
- Clear and legible
- Fully visible in the frame

Partner Signage

If you **DO NOT** have a "Community Partner" sign in your yard, please get in touch with Marissa at mmarancik@fbnela.org.

CLOSED

Every Friday at 2pm until September 5th

NO PICK-UP

Wed, August 20th: 8am-1pm

Thurs, August 21st 8am- 10am

NO PICK-UP OR DELIVERY

Friday, August 29th- Inventory