



Produce Invoice Guidelines

As a wholesaler for the co-op we request that you provide an invoice for your deliveries. Please research prices in advance. We can discuss prices, but we cannot set prices for you.

What needs to be on your invoice:

- Name of farm/business
- Date of delivery
- Address of business (so a check can be sent)
- Phone number
- Itemized list of delivery (in counts or pounds)
- Total price of delivery

Example:

Kelly's Organic Farm 123 Country Ln, Astoria, OR 97103 (503) 325-5555			
Delivered to: Astoria Co-op		Invoice #: 1	
Date: June 6, 2012			
QTY.	ITEM	PRICE	EXTENDED PRICE
20 lbs	Carrots(bulk)	1.50/lb	30.00
10	Spinach Bunch	2.00	20.00
15	Radish Bunch	1.00	15.00
			<u>TOTAL</u>
			65.00

Produce deliveries must be made while Produce Manager or Buyer are on duty.

Refer Questions to :

Kelly Huckestein (Produce Manager)
(503) 325-0027
kelly@astoria.coop