Template instructions: *Replace all bracketed text with your organization's information and policies. Delete optional sections or instructions that do not apply before sharing these guidelines with producers.*

PRODUCER INVOICING GUIDELINES

Please follow these guidelines when submitting invoices to **[FOOD HUB / ORGANIZATION NAME]**.

Contact for invoicing and payments:
[CONTACT NAME]
[EMAIL ADDRESS]
[PHONE NUMBER, IF APPLICABLE]

1. Invoice Deadline and Submission

Invoices are due **[DAY OF WEEK]** at **[TIME] [TIME ZONE, IF APPLICABLE]**.

Please submit your invoice as a **[REQUIRED FILE FORMAT, E.G., PDF]** to **[INVOICE EMAIL ADDRESS / SUBMISSION METHOD]**.

[OPTIONAL: ALSO SEND THE INVOICE TO / COPY: CONTACT NAME AND EMAIL ADDRESS]

Why this deadline matters: Timely invoices allow **[FOOD HUB / ORGANIZATION NAME]** to reconcile orders with producer invoices, prepare customer invoices, coordinate deliveries, and support timely payment.

Late-invoice policy: [DESCRIBE WHAT HAPPENS IF AN INVOICE IS RECEIVED AFTER THE DEADLINE. FOR EXAMPLE: WHETHER THE PRODUCT CAN STILL BE INCLUDED IN THE SCHEDULED DELIVERY, WHETHER THE PRODUCER MUST MAKE ALTERNATE ARRANGEMENTS, OR WHETHER ANOTHER POLICY APPLIES.]

2. Accepted Invoice Format

Invoices must be submitted in **[REQUIRED FILE FORMAT, E.G., PDF]** format.

[OPTIONAL: ADD ANY ADDITIONAL FILE-NAMING, SOFTWARE, OR SUBMISSION REQUIREMENTS.]

3. Invoice Timing and Product Drop-Off

Invoices must be submitted **[BEFORE / BY / AFTER] [DESCRIBE THE APPLICABLE PRODUCT DROP-OFF, COOLER DROP-OFF, PICKUP, DELIVERY, OR OTHER MILESTONE]**.

[OPTIONAL: ADD LOCATION-SPECIFIC OR DELIVERY-SPECIFIC INSTRUCTIONS.]

4. Required Invoice Information

Each invoice must include:

- Producer, company, or farm name
- Address and contact information, including **[PHONE / EMAIL / OTHER REQUIRED CONTACT INFORMATION]**
- Product name(s)
- Product quantities and weights, as applicable
- Customer receiving each product **[IF APPLICABLE]**
- Unit price for each product (for example, **[$X.XX/LB., $X.XX/EACH, ETC.]**)
- Line subtotal for each product
- Total amount of all products on the invoice

Example calculation:
[QUANTITY] [UNIT] × $[UNIT PRICE] = $[LINE SUBTOTAL]

5. Example Invoices

[INSERT OR LINK TO APPROVED EXAMPLE INVOICE(S), IF AVAILABLE.]

You may use **[ANY INVOICING PROGRAM / SPECIFY ACCEPTABLE SYSTEMS, IF APPLICABLE]** to prepare your invoice as long as it contains the required information above and is submitted in **[REQUIRED FILE FORMAT]**.

6. Additional or Shared Invoicing Systems

[OPTION A — IF YOUR ORGANIZATION USES AN ADDITIONAL SYSTEM:]
Some producers may be asked to participate in **[NAME OR DESCRIPTION OF SHARED SPREADSHEET, ACCOUNTING PLATFORM, INVOICING PORTAL, OR OTHER SYSTEM]**. If you are asked to participate, **[DESCRIBE HOW INSTRUCTIONS, ACCESS, OR TRAINING WILL BE PROVIDED]**.

[OPTION B — IF YOUR ORGANIZATION DOES NOT USE AN ADDITIONAL SYSTEM: DELETE THIS SECTION.]

Questions?

Please contact **[CONTACT NAME]** at **[EMAIL ADDRESS]** or **[PHONE NUMBER]** with questions about invoicing or payment procedures.

[FOOD HUB / ORGANIZATION NAME]
[OPTIONAL WEBSITE]
[OPTIONAL ADDRESS OR ADDITIONAL CONTACT INFORMATION]