

Maker/Vendor Agreement

<https://www.leviathanbakehouse.com/vendors> for billing if not invoicing Leviathan directly with a digital payment secure portal link. Physical checks are not accepted nor will be dispensed for goods or services payment unless scheduled through Leviathan Bakehouse accounting systems.

Invoices should be sent to hello@leviathanbakehouse.com for all billing, see guidelines below.

Invoice Guidelines

Vendors, Wholesale

- a. Vendors are responsible for supplying their own invoices for wares sold to Leviathan Bakehouse. No wares are accepted without invoice within 72 hours of delivery or pickup. Invoices or estimates are preferred before delivery of products if at all possible.
- b. Invoices should be attached to the email as a .PDF file type and not directly embedded in the body of the email if at all possible.
- c. Invoices ([example template](#)) sent to hello@leviathanbakehouse.com must include this minimum specific information:
 - i. Company Name or d/b/a
 - ii. Invoice creation date
 - iii. An invoice ID number/code
 - iv. Who checks/payment should be made out to
 - v. Representative Email Address and/or Finance/Billing [Department] Email
 - vi. Business Phone Number
 - vii. Itemized goods and services listed in line item format
 - Name of item (and item code if applicable)
 - Description/details of each item name/code (including pack size if applicable)
 - Line item unit and/or pack count
 - Line item unit cost and/or summary line item extended total cost
- viii. The bill total/invoice sales cost to be collected from Leviathan Bakehouse
- ix. Terms for payments and/or a payment due date
 - CoD/Due on receipt
 - Net 7, 12, 30, etc...

Country Sourdough Loaf	sliced, 16pcs	4	\$6.00	\$24.00
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Purchase Receipts Guidelines

- a. Vendors are responsible for supplying receipts for wares sold to Leviathan Bakehouse purchasing agents. No wares are accepted without receipt within 72 hours of delivery or pickup. Invoices or estimates are preferred with delivery of products if at all possible.
- b. Receipts should be attached to the email as a .PDF file type and not directly embedded in the body of the email.
- c. Invoices sent to hello@leviathanbakehouse.com must include this minimum specific information:
 - i. Company Name or d/b/a
 - ii. Purchase date
 - iii. A receipt ID number/code
 - iv. What method of payment was used for the purchase (usually 4 digits)
 - v. Business Phone Number
 - vi. Business Address
 - vii. Itemized goods and services listed in line item format
 - Name of item and/or item ID code
 - Line item count
 - Line item unit cost and/or summary line item extended total cost

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- viii. The bill total cost to be collected from Leviathan Bakehouse
- ix. Taxes or any other delivery cost listed separately