



618 Kensington Road  
Syracuse, New York 13210

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[syracuse.coop](http://syracuse.coop)

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**P:** 315-472-1385

**F:** 315-422-9021

[contactus@syracuse.coop](mailto:contactus@syracuse.coop)

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Dear New Vendor,

Welcome to the Co-op!

In order to process payments as efficiently as possible, we request that all invoices include the following information:

- Farmer/Producer Name
- Farmer/Producer Address
- Farmer/Producer Phone Number
- Date of Delivery
- Invoice Number
- For each item sold: quantity / item description / per unit price / extended price
- Invoice Total

You are encouraged to deduct credits directly on your invoice. To make certain credits are applied correctly, please include quantity, item description, unit price, and total credit due.

In order to ensure proper receipt of your product, all deliveries should include an invoice or a packing slip with your name, address, quantity, item description and unit price. The signed copy of your invoice will serve as your proof of delivery.

Checks are issued weekly on Wednesday and will be mailed to the address we have on file or left at our registers for pickup. We strive to pay all invoices within the terms listed on the invoice. If terms are not listed on the invoice, we will pay the invoice within 30 days.

If you have specific questions about invoices or payments, please contact our bookkeeper Barbara DeVeau at (315)472-1385 or [barbara@syracuse.coop](mailto:barbara@syracuse.coop).

Please contact me directly if you have any questions about receiving your payments for the Co-op. We look forward to having your product available for our members and shoppers!

Thank you,

Jeremy DeChario  
General Manager  
[jeremy@syracuse.coop](mailto:jeremy@syracuse.coop)