

Invoicing Guidelines for Farms to Food Banks

Option 1: Actual Expense Reimbursement

Include on your invoice:

- Farmer name & contact information
- Type of product (i.e. zucchini)
- Total weight or quantity delivered
- Labor details
 - (e.g. 3 workers x 2 hours each @ \$15/hour= \$90.00)
- Packaging details
 - (e.g. 10 boxes @ \$1.25/ box= \$12.50)
- Transportation details
 - (e.g. 60 miles round trip @0.655/mile= \$39.30 or paid driver @ \$50.00)
- Total amount due
- Attach documentation if possible (receipts, driver invoice, etc.)

Option 2: Standard Price Per Pound

Include on your invoice:

- Farmer name and contact information
- Type of product (e.g. cucumbers)
- Unit of measure (pounds, 20-lb. box, etc.)
- Number of units
- Price per unit (based on agreed rate)
- Total price per item
- Total amount due



Important Note:

- Deliveries made without a written invoice will be considered donations.
- Items not listed on the invoice will also be considered donations.
- Invoices must be handed to food bank warehouse staff at delivery, who will scan and send them to Feeding Kentucky.

Need Help?

If you have questions about invoicing or documentation, we're happy to help. Our goal is to make it as simple as possible to get fresh, local food for Kentuckians in need while supporting your farm in the process. For more information, call our Food Sourcing Program Line at (502) 209-9104 or send an email to farmers@feedingky.org.