



School Account & Payment Information

Credit Terms:

- ✓ Your credit terms are net thirty.

Payment Methods:

1) EFT:

- ✓ If you would like to set up payment by EFT, please send the required paperwork to ar@fresherproduce.ca.
- ✓ We will fill out the paperwork and email it back to you.

2) Cheque:

- ✓ Please make cheques payable to Produce Express.
- ✓ Mailing Address:
Produce Express
1269 Commerce Way, Unit 2B
Woodstock, ON N4V 0A2

3) Credit Card:

- ✓ If you would like to set up payment by credit card, please email ar@fresherproduce.ca requesting a credit card authorization form.

Account Statements:

- ✓ Account statements are sent out at the beginning of each month, showing all outstanding invoices as of the last day of the previous month.
- ✓ If you have already sent payment for all invoices listed on the account statement, you can disregard the statement received.

Invoice Copies:

- ✓ Invoices are emailed to your school on the morning of delivery.
- ✓ If you are missing an invoice, please check your email inbox and junk or spam folder.
- ✓ If you are unable to locate the invoice in your emails, you can log into your online account and select the *Orders* tab to access your past invoices. You can download and/or print invoices directly from this screen.
- ✓ If you have any further questions regarding your invoices or statement, please reach out to ar@fresherproduce.ca.

We wish you a prosperous school year and look forward to working with you!