

ATTN: ALL FREIGHT VENDORS Revised 01/01/09

ACCOUNT VERIFICATION:

BEFORE ANY AGROWSTAR GRAIN CAN BE LOADED, YOUR ACCOUNT MUST BE VERIFIED. THE FOLLOWING COMPLETED DOCUMENTATION MUST BE ON FILE IN THE DAVISBORO OFFICE:

1. FORM W-9 – available in our office or from www.irs.gov
2. PRODUCER INFORMATION FORM – page 1 only. Please see our web page entitled “News/Forms”.
3. COPY OF INSURANCE POLICY – SPECIFICALLY NAMING AGROWSTAR AS “ADDITIONAL INSURED” (PLEASE NOTE: THIS IS NOT THE SAME AS LISTING AGROWSTAR AS A CERTIFICATE HOLDER.)

DESTINATION DELIVERY: If any load which you pick up will not be delivered to its destination w/in 24 hours, please advise us before leaving the origin.

LOAD DOCUMENTATION:

PLEASE RETURN ALL *ORIGINAL* SIGNED DESTINATION PAPERWORK TO US WITHIN 5 DAYS OF THE DATE OF YOUR LOAD. WE ARE UNABLE TO PROCESS OUR ACCOUNTS RECEIVABLE INVOICES UNTIL WE RECEIVE EACH LOAD’S DESTINATION DOCUMENTATION. PLEASE BE SURE TO REFERENCE THE AGROWSTAR SCALE TICKET NUMBERS ON ALL DESTINATION RECEIVING TICKETS AND ON YOUR INVOICES. DELAYS IN THE PAYMENT OF YOUR FREIGHT INVOICES MAY OCCUR IF THE AGROWSTAR ORIGIN SCALE TICKET NUMBERS ARE NOT REFERENCED ON YOUR INVOICES. **For loads shipped directly from a farm: proper identification of the load (an AGrowStar ticket) must be presented upon delivery to the destination. The load will not be accepted if an AGrowStar ticket is not presented.**

PAYMENT OF FREIGHT INVOICES:

YOUR FREIGHT SETTLEMENTS ARE CREATED USING ORIGIN WEIGHTS AT THE TIME OF SHIPMENT, AND IN ORDER TO EXPEDITE YOUR PAYMENT, WE REQUEST THAT YOU INVOICE THE LOADS USING ORIGIN WEIGHTS UNLESS THERE IS A SIGNIFICANT DISCREPANCY BETWEEN THE ORIGIN AND DESTINATION WEIGHTS.

ALL ORIGINAL FREIGHT INVOICES ALONG WITH ANY OUTSTANDING ORIGINAL LOAD DESTINATION DOCUMENTATION (*WHICH WAS NOT SUBMITTED PRIOR TO YOUR INVOICE*) MUST BE RECEIVED IN THE DAVISBORO OFFICE AT LEAST 2 BUSINESS DAYS IN ADVANCE OF THE DAYS ON WHICH YOU REQUEST CHECKS TO BE PRINTED. **FACSIMILIES ARE NOT ACCEPTED.** CHECKS ARE PRINTED AND ARE AVAILABLE FOR PICK-UP (OR TO BE MAILED) AFTER 4:00 P.M. ON MONDAYS, WEDNESDAYS AND FRIDAYS.

<u>CHECK REQUEST DAY</u>	<u>DEADLINE FOR SUBMITTING PAPERWORK</u>
MONDAY.....	5:00 P.M. WEDNESDAY OF THE <i>PRECEEDING</i> WEEK
WEDNESDAY.....	5:00 P.M. FRIDAY OF THE <i>PRECEEDING</i> WEEK
FRIDAY.....	5:00 P.M. TUESDAY OF THE SAME WEEK

THANK YOU FOR YOUR COOPERATION.