

Please keep this and refer to it as needed

Dear MOFC Member,

MOFC is working hard to streamline the invoicing process so that you may receive payments for your sales in the quickest manner possible. In order to do this, we need your cooperation.

First of all, ***you can help us by mailing proof of your organic certification to Midwest Organic Farmers Cooperative at the address below.*** (If you are OCIA certified, you'd send your OCIA International Organic Certification Certificate that you receive after each yearly inspection. If you are certified by another agency, please send a copy of your agency's official certification document.) MOFC needs a copy of your official certification to keep in our file so that we can complete paperwork that buyers require.

Secondly, ***when you are contacted about a sale, please let us know your pick-up site limitations so that we can inform the trucking firm of special requirements. It is your responsibility to let us know this information each time a sale is completed for you.***

Finally, ***please take care to complete all shipping forms accurately and thoroughly as described below:***

Thoroughly complete and sign the *Bill of Lading (BOL) / *Clean Truck Affidavit (CTA) & obtain a Scale Ticket for each shipment. (Please make sure the Gross Weight and Tare Weight are obtained at the same scale.)

1. Keep ***White*** Copy of the *BOL / *CTA for your records.
2. Send ***Pink and Gold*** copies of the *BOL / *CTA with the driver - 1 is for driver and 1 is for consignee (buyer) and a **copy of your certification**.
3. As soon as shipment leaves, please mail, fax, or email a copy of *BOL / *CTA & Scale Ticket to the following address, fax number, or email address:

Midwest Organic Farmers Cooperative
Bonnie Wagner
100A S. Lafayette St.
Newton, IL 62448
Fax: (618)783-4602
Email: mofc20@msn.com

If you request, the information you send will be used by MOFC to complete the required TCA & send it to you for your signature. You will be required to forward it to OCIA or ICO. OCIA / ICO will then issue a transaction certificate to both the buyer and to you for each shipment.

****Please use forms provided by Midwest Organic Farmers Cooperative. If you need more forms, please contact Bonnie using above information or see our website @ www.midwestorganic.com***

If you have any questions about anything above, please call Bonnie Wagner at (618) 783-4601 or email her at mofc20@msn.com