



## GROWER GUIDELINES

Greetings, dearest farmer/gardener! Thank you very much for your interest in selling your produce to us at Ukiah Natural Foods. We greatly appreciate what you do to nourish our community, mother Earth, and the sustainable agriculture movement.

Here are a few guidelines that will help make everything work well for all parties involved in selling your produce.

- 1. We sell only certified or registered organic, or Mendocino Renegade produce. We must receive a copy of your certification or registration for our records previous to or upon FIRST delivery of the season.** If your product is not certified or registered organic or Mendo Renegade, we do not currently have a market for that product. (For a copy of the Organic Standards, the website is [ams.usda.gov/nop](http://ams.usda.gov/nop))
- 2. Our ordering hours are from 7:30-11am, Sunday through Friday.** Your volume and duration of availability of crop will be considered. Please keep in mind that we require certain standards. **Product needs to be of high quality, washed (when appropriate) and must be able to last well for several days.**
- 3. Receiving hours are 6:30am-1:00pm, Monday through Friday and 6:30am-noon, Saturday & Sunday.**
- 4. Produce must be pre-authorized for delivery.**  
 **PLEASE alert us ASAP if you are unable to bring the expected quantity or have more product than you originally offered.**
- 5. Produce must be appropriately packaged. \***  
**We accept only new boxes or bags or clean, sturdy, recycled boxes that are ONLY from ORGANIC produce. All previous labeling must be thoroughly deleted.**
  -  Produce cannot be over packed into boxes—they must be able to close easily, without crushing anything.
  -  All produce must be cool upon arrival, or will be subject to rejection.
  -  Refrigerated produce items must be packed in a waxed produce box.

🕸 Clean, food-safe, plastic totes are also fine, as long as they are picked up in a timely fashion.

\*We are often able to provide recycled boxes, per pre-arrangement, when picked up in a timely fashion.

6. **Label your boxes CLEARLY, as follows:**

🕸 “Organic” or “Mendo Renegade” with product name

🕸 “Certified by X\*\*” (\*\*CCOF, QAI, or other 3<sup>rd</sup> party certifying agent or Mendo Renegade) OR “CA State Reg.”

🕸 Weight or count of product

🕸 Farm name

🕸 Date

Example: Organic Red Potatoes  
CCOF Cert.  
50 #  
Farmer Jones Ranch  
November 11, 2016

**All produce must be labeled upon delivery as indicated above, or is subject to rejection.**

7. **Invoices must contain all the above information, along with your wholesale price per unit.** Please see attached example.

🕸 You must provide your own invoice.

🕸 **Invoice size must be at least 5 and 9/16<sup>th</sup> inches by 8 and 7/16<sup>th</sup> inches.**

Please, *not* 3” X 5”.

8. **Pricing is generally based on market value, along with fairness to the farmer.**

9. **Our payment terms are Net 7.**

🕸 Checks are sent out once/week, generally within 7-9 days from receipt of invoice.

We look forward to doing more, healthy business with you.

Thanks, again for all you do!

Most sincerely,

Libee Uhuru

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