



Agency Express Payment Acknowledgement

This document outlines the item pricing, payment terms, and payment methods for Agency Express online shopping and delivery service. If your agency has an accounting/finance department, please ensure they acknowledge the information in this document and that their information is shared with your corresponding Partnerships Coordinator.

Pricing of Items on Agency Express (AE3)

Item Category	Pricing
D-xxxx items	Free of charge
PG-xxxx items	Free of charge
P-xxxx items	Priced at cost
Delivery fee	Free of charge

Please Note: Pricing above is as of October 1, 2025. Subject to change with notice.

Payment Methods

Pay by Check Via Mail	Pay Online Via Clover
- Address envelopes to "ATTN: A/P" to ensure your check is directed to the appropriate department for processing. - Please have your checks reflect the exact total of the invoice(s) you are paying. - Your agency number and invoice number(s) must be written on the memo section of the check. - Mail payment to: PO Box 720010, San Diego, CA 92172	- Pay by debit or with credit card through Clover, an online payment platform. - Email your Partnership Coordinator to request a payment link. Specify the exact dollar amount or invoice number you'd like to pay. - Links can be sent at any frequency you need (e.g., every other Friday). Please confirm the schedule with your Coordinator in advance.

How Invoices are Sent

Invoices for delivery orders are provided both electronically and hand-delivered with the order. Electronic invoices are sent to your agency's primary or secondary contact by default; if you'd like them to be sent to a different email address, contact your Partnerships Coordinator.

Payment Terms: NET 30

All invoices are due in full within 30 days of receipt. If payment isn't received by day 30, your agency will get a 60-day notice with a grace period to pay. If payment still hasn't been received by day 90, your agency will be placed on hold or on a payment plan, or may be placed on a payment plan, which may limit access to food and future opportunities.



Check Example:

A sample check from Feeding San Diego. The check is dated 01/01/2026 and payable to Feeding San Diego for the amount of \$231.53. The amount is written in words as "Two hundred thirty one and fifty three". The check is for "Agency P1234" and "Invoice # AD-12345 and AD-12346". The check number is 0001. The MICR line at the bottom is ⑆ 1234567890 ⑆ 1234567890 ⑆ 0001 ⑆. There are orange circles around the "FOR" field and the dollar amount field, with arrows pointing to explanatory text.

Checks must include your agency number and invoice number(s)

Dollar amount must match invoice or sum of invoices

By signing below, I acknowledge that I understand and agree to the Agency Express payment options and policies. If I am not the billing contact for my agency, I will ensure the necessary team members are aware and will abide by the policies listed above.

Agency Name

Primary Contact or Billing Contact Signature

Print Name

Agency Number

Date