

Invoice Requirements

All Other International Countries

Any invoices submitted for the Chick-fil-A International, Inc. entity must include the following:

Must be billed to:

Chick-fil-A International, Inc.
Attn: Staff Contact
c/o 5200 Buffington Road
Atlanta, GA 30349

Invoices are required to have the following information:

- Chick-fil-A Staff Contact Name
- Supplier Name & Address, Supplier Contact Name
- Supplier Federal EIN
- Unique invoice number
- Invoice date
- Detailed description of goods received, or services performed
 - Separate line for each unique item shipped or service performed
 - Quantity of goods shipped and/or delivered
 - Subtotal by category (i.e. subtotal for goods, subtotal for services, etc.)
- Delivery or ship-to address for the goods or services provided
 - Must include City, State and Zip Code at a minimum
- Invoice amount & currency type to be remitted
- Payment terms that match the contract
- Payment remit-to address and banking information for ACH payments
- ★ Valid invoice coding or purchase order number
- Separately stated amounts for:
 - Taxable tangible personal property
 - Non-taxable tangible personal property
 - Taxable services
 - Non-taxable services
 - Freight or Shipping and handling
 - Deposits or prepayments paid to vendor, if applicable
 - Discounts, allowances, credit memos, and overpayments
 - Interest, finance charges, penalties, and other fees
 - Any other (non-SUT) tax or fee charged
 - Include separately stated amount for non-SUT tax or fee charged
 - Include separately stated rate of non-SUT tax or fee charged
 - Sales tax rate charged & amount, if applicable

★ Check with your Staff Contact for this information

Note: Chick-fil-A International, Inc. is a United States entity and is subject to applicable US sales tax.

