

Invoice Requirements

US / Domestic

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

Must be billed to:

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

Invoices are required to have the following information:

- Chick-fil-A Staff Contact Name
- Supplier Name & Address
- Supplier Tax ID (EIN, TIN)
- Unique invoice number
- Invoice date
- Detailed description of goods received, or services performed. Services must be separately stated from goods.
- Invoice amount & currency type to be remitted
- Payment terms that match the contract
- Payment Remit-to address
- Delivery address for the goods or services (if different from 5200 Buffington Road)
- ★ Valid invoice coding or purchase order number

★ Check with your Staff Contact for this information

