

LFH BOX PROGRAM PURCHASES

WHO TO PAY: The box program at 4P's Ivy warehouse is a LFH program.

All payments will be made to LOCAL FOOD HUB. The 4P warehouse in Ivy is open 8am-4:30pm M-F.

COMPLETE BEFORE FIRST PURCHASE: To be set up as a customer of the LFH Box Program, please email the following information to accounting@localfoodhub.org: Business name, contact name, phone number, and email, business address and phone number. Please also send a completed ST-18 to avoid being charged VA Sales Tax. [Form ST-18](#)
[COMMONWEALTH OF VIRGINIA SALES AND USE TAX CERTIFICATE OF EXEMPTION](#)

HOW TO PAY: You will receive an emailed invoice from Local Food Hub within about a week's time. There are two payment options:

1. **Mail a check:** to Local Food Hub, PO Box 4647, Charlottesville VA 22905. If you choose this option, you can pay the subtotal on the invoice, ignoring the "convenience fee".
2. **Pay by credit card:** The email will include a link to pay online by credit card. If you choose this option, you will need to include payment of the "convenience fee".

WHO TO CONTACT:

- **Stasia Greenewalt**, Director of Grower Services, Local Food Hub
 - Email: stasia@localfoodhub.org
 - Cell: (434) 989-2292
- **Logan Blanco**, Accounts Payable, Local Food Hub
 - Email: accounting@localfoodhub.org
 - Cell: (434) 327-3571
- **Sandy Tribendis**, 4P Foods Office Manager
 - Email: sandy@4pfoods.com