



*Food Quality Assurance Program
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INVOICE REQUIREMENTS FOR SHELL EGGS

1. All information must be in English.
2. Name and address of seller.
3. Name and address of buyer.
4. Date of delivery.
5. Grade and size of eggs delivered.
6. The quantity of eggs sold (list the number of eggs sold by grade and size).
7. Invoices or equivalent records for eggs sold or delivered to a distributor or packer in Maryland must show the Maryland registration number of the purchaser.
8. Invoices or equivalent records for eggs sold or delivered by a distributor or packer to a retailer or food service facility in Maryland must show the applicable inspection fees at a rate of \$.08 per thirty dozen. Fees may be shown by either of the following methods:
 - 1) Maryland inspection fees shown as a dollar amount; or
 - 2) The following statement "MDA Inspection Fees at a rate of \$.08 per 30 dozen applicable". Only persons who have filed an alternative method of tracking sales and received written approval from the Maryland Department of Agriculture are exempt from this provision.
9. Invoices or equivalent records must be kept on file at the respective place of business of the seller for one (1) year and buyer for a period of ninety (90) days. In the event the original invoice has to be sent to an alternative location for record keeping, a copy of the invoice must be kept at the place of business where the eggs were delivered. The invoice or equivalent record must be available during normal business hours for inspection by Maryland Department of Agriculture representatives.
10. Food service facilities and retailers purchasing individual dozens of eggs from a retailer, for use in their food service or retail facility, are required to keep their receipt for a minimum of 90 days. If the receipt does not indicate the name and address of the seller, this information should be kept with the receipt.