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IDAHO POTATO COMMISSION

Post Office Box 1670, Eagle, ID 83616-9104
Telephone: (208) 334-2350 ★ Facsimile: (208) 334-2274

Certification Mark License Agreement Compliance Report

Name of Company: _____

Address: _____

Contact Name and Title: _____ Date: _____

Telephone Number: _____ Facsimile Number: _____

Email Address: _____

Please complete ALL pages of this form and return with license agreement and license fee.

INSTRUCTIONS ON HOW TO FILL OUT THIS REPORT: (for August 1, 2007 through July 31, 2008)

Please note that changes have occurred in both the reporting dates and the reporting format.

Forms may now be filled out and submitted in three different ways.

1. You may fill in the forms on a computer, and by using the Submit by Email button in the upper right hand corner of the form, your report will be submitted electronically.
2. You may fill in the forms on a computer, print and submit by mail.
3. You may print the forms, fill in the required information by hand or typewriter, and submit via mail.

We do suggest that whichever way you choose, you should always keep a copy for your records.

This report is in two (2) parts. Part One covers your purchase and sale of Idaho® potatoes. Part Two covers your purchase and usage of containers using IPC's certification marks. The forms are dynamic and allow users to ADD and REMOVE rows as needed. Please complete each form according to the instructions below.

Part 1a – Potatoes (REPACK ONLY):

1. Enter your beginning Idaho® potato inventory balance, being held for *repacking*, for each month by weight (i.e., hundred weight-cwt).
2. Enter your monthly purchases of bulk Idaho® potatoes by weight in cwt. These are the Idaho® potatoes you buy and use to *repack*. This information comes from your monthly physical inventory count, your purchase journal, or summary of total purchases from individual supplier invoices.
3. Enter the source/supplier of each purchase.
4. Enter the amount of Idaho® potato sales that you repacked for each month in cwt. This information comes from your sales journal, receipt book, sales register, or sales invoices.
5. Enter the amount of *repack* potatoes that are lost due to rot, damage, or are unacceptable (also known as shrinkage).
6. Enter your ending Idaho® potato inventory balance, being held for *repacking*, at the end of each month by weight (i.e., hundred weight-cwt).

Sample

Part 1b – Potatoes (RESALE ONLY):

7. Enter your beginning Idaho® potato inventory balance, being held for *resale*, for each month by weight (i.e., hundred weight-cwt).
8. Enter your monthly purchases of *resale* Idaho® potato purchases by weight in cwt. These are Idaho potato purchases that you do not use for repack, but are prepacked and resold in the same container.
9. Enter the source/supplier of each purchase.
10. Enter the amount of Idaho® potato sales that you resell for each month in cwt. These are sales that are prepacked and resold in the original container.
11. Enter the amount of *resale* potatoes that are lost due to rot, damage, or are unacceptable (also known as shrinkage).
12. Enter your ending Idaho® potato inventory balance, being held for *resale*, for each month by weight (i.e., hundred weight-cwt).

Part 2 – Containers:

13. Enter all the labels you pack that use IPC's certification marks, together with the size of the container. For example, "John Doe" labels—5 lb. poly, 10 lb. poly, 50 lb. carton, etc.
14. For each label using the certification marks, enter your beginning inventory for each month.
15. Enter each purchase of containers—by month. This information can be obtained from sales invoices.
16. Enter the container manufacturer who supplies you with each container.
17. Enter the number of container units used bearing IPC's certification marks can be determined by determining your end-of-the-year inventory, less any purchases made.
18. Enter the number of containers/bags lost due to damage, ripping, or are unacceptable.
19. Enter your monthly ending inventory of bags with the certification marks on hand.

Sample