

IDAHO POTATO COMMISSION

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

PROCESSOR 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)

This form 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.

Part 1 – Potatoes:

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

Part 2 – Containers:

1. List all the labels you pack that use IPC's certification marks, together with the size of the container. For example, "John Doe" label—5 lb. poly, 10 lb. poly, 50 lb. carton, etc.
2. For each label using the certification marks, list your beginning inventory for each month.
3. Next, list each purchase of containers—by month. This information can be obtained from sales invoices.
4. List the container manufacturer who supplies you with each container.
5. 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.
6. List your monthly ending inventory of bags with the certification marks on hand.

PART ONE—POTATOES
CERTIFICATION MARK LICENSE AGREEMENT
ANNUAL COMPLIANCE REPORT

Idaho® Potatoes (in hundredweight/cwt)

	[1] Inventory Balance at Beginning of Period (cwt.)	[2] Purchases (cwt.)	[3] Source/Supplier	[4] Sales (cwt.)	[5] Shrinkage/Potato Rejects (cwt.)	[6] Inventory Balance at End of Period (cwt.)
Example	4,500 cwt	9,500 cwt	ABC Produce	12,000 cwt	50 cwt	1,950 cwt
August						
September						
October						
November						
December						
January						
TOTALS:						

PART ONE—POTATOES
CERTIFICATION MARK LICENSE AGREEMENT
ANNUAL COMPLIANCE REPORT

Idaho® Potatoes (in hundredweight/cwt)

	[1] Inventory Balance at Beginning of Period (cwt.)	[2] Purchases (cwt.)	[3] Source/Supplier	[4] Sales (cwt.)	[5] Shrinkage/ Potato Rejects (cwt.)	[6] Inventory Balance at End of Period (cwt.)
February						
March						
April						
May						
June						
July						
TOTALS:						

PART TWO—CONTAINERS
CERTIFICATION MARK LICENSE AGREEMENT
ANNUAL COMPLIANCE REPORT

COMPLETE FOR EACH LABEL

Idaho® Trademark Containers (type) in Units (i.e., 5# poly “Natures Choice” label). Complete an analysis for each container, size, type, and brand. You may need to use additional forms.

	[7] Container Type	[8] Inventory Balance at Beginning of Period	[9] Purchases	[10] Source/Supplier	[11] Containers/ Bags used	[12] Inventory Balance at End of Period
Example	5# poly bag Natures Choice	1,500 bags	5,000 bags	Volm Bag	5,500 bags	1,000 bags
August						
September						
October						
November						
December						
January						
February						
March						
April						
May						
June						
July						
TOTALS:						