

REQUIRED INFORMATION
FOR
SALES CONFIRMATION

1. On the Vendor's letterhead, a separate Sales Confirmation(Proforma Invoice) for each shipping point.
2. Sales Confirmation must contain the following information:
 - F.O.B. Point
 - Ship Date
 - Total cost of order
 - Total cube of order
 - Total weight of order where applicable
(i.e. if the order weighs out before it cubes out (dinnerware, batteries, candles are examples)

For Each Item:

- Style # and UPC number(including check digit) and product description
 - Quantity in pieces
 - First cost per piece
 - Buyer Agent's Commission if applicable
 - Master carton pack quantity
 - Inner pack quantity
 - Cube
3. Order confirmation must state complete name and address of the Beneficiary and the payment method.