



**CREDIT INSURANCE  
REPORT OF SALES**

<b>Insured :</b>	<b>Policy number:</b>
------------------	-----------------------

**Please use this form to report the value of the sales to which the Policy applied as per The Guarantee Company of North America's request.**

<b>Guidance</b>	To help ensure that your report of sales is accurate please refer to the guidance notes provided below.
<b>Your Undertaking</b>	<p>We hereby certify that the following is a full and accurate report of the total value of sales to which the policy applied during the period stated below. All amounts are in : <input type="checkbox"/> CAD <input type="checkbox"/> USD.</p> <p>For the period starting: ..... and ending .....</p> <p style="padding-left: 100px;">Amount of sales to Canadian buyers: .....</p> <p style="padding-left: 100px;">Amount of sales to US buyers: .....</p> <p style="padding-left: 100px;">Amount of sales to other foreign buyers: ..... (If applicable under your policy please provide details)</p> <p style="padding-left: 100px;">Authorized signature : _____</p> <p style="padding-left: 100px;">Title : ..... Date : .....</p>

**GUIDANCE NOTES: What should the reported amounts contain?**

**Goods and Services:** The gross invoice value of all goods dispatched and, in the case of services, the gross value of all services invoiced during that reporting period .

**Inclusions:** Amounts must include insurance, freight and other charges payable by you on the buyer's behalf and any interest up to due date.

**Exclusions:** You must exclude any irrevocable payments made by the buyer on or before the date our liability for the contract commenced being the date the goods were dispatched, or the date the services were invoiced (An irrevocable payment is a payment which, under the terms of the contract, you may retain if the contract is frustrated).

**Date of Report of Sales:** You must send your report of sales by the 10th of the month following the last day of the reporting period, unless we have agreed otherwise (for example, sales from inventory and sales by overseas subsidiaries may be reported one month in arrears).

**Nil reports:** Even if you have no sales to report, please complete the report of sales form, entering "NIL" as amount reported.

This guidance is intended as a summary for your general information only and is not a contractual document. The contents do not form part of any contract of insurance which The Guarantee Company of North America may make with you, nor do they alter or vary the terms of any existing contract with The Guarantee Company of North America.