

SALES RECORDS

All Certified Producers and Processors must keep consignment notes and/or invoice records of certified sales. These records will most likely be in the form of an invoice book. NASAA requires that the following information is included on sales invoices:

- **Date of sale**
- **Product sold, variety and Lot #**
- **Quantity sold**
- **Buyer**
- **Certification Number**
- **Certification Level**
- **Name/address of the grower**
- **Transport Details or docket #**

In addition, a Sales Record should be kept which specifies:

Date of Sale	Crop	Amount Sold	Paddock Identification or Lot #	Certification Status, ie, Organic, Conversion, Conventional