



Project Toolkit

Succeeding With Certified Wood

INCLUDES:



CERTIFICATION OVERVIEW

Provides background and context of Forest Certification and its role in ensuring a reliable flow of high quality products in the marketplace of today and tomorrow.



SPECIFICATION GUIDELINES

Offers suggestions on how to format and navigate the specifications and submittals process to ensure success in securing genuine certified forest products.



RESOURCES

Introduces additional considerations and tools to assist in selecting and locating forest products that promote ecosystem well being.



DOCUMENTATION

Supplies templates designed to organize and facilitate the tracking and verification of certification requirements.

PREPARED BY:



Certified Forest Products Council



Why Is Forest Certification Important?



WORLD WILDLIFE FUND (WWF)

Forests are essential to the web of life — they are home to millions of species, protect soil from erosion, produce oxygen and fix carbon dioxide, and help regulate regional and global climate. Forests are also essential to human beings — they provide us with food, fuel and shelter and a variety of wood products; they purify the air we breathe and the water we drink; and they are places of recreation and renewal. These are some of the benefits of forests we know of today, but there are likely many vital treasures which have yet to be discovered — such as a new medicinal plant containing the cure to a human illness. In spite of their multiple values, however, forests in many parts of the world are under pressure, and some are being degraded or destroyed.

One key to the conservation of forests worldwide is a rapid transition toward forestry practices that maintain or restore the health and integrity of forest ecosystems. Every year the forest industry accounts for the harvest of 680 billion board feet of wood to meet the growing demand for paper and timber products. An equivalent amount of wood is harvested globally for subsistence purposes. Worldwide demand for paper — the single largest use of wood fiber — has increased fivefold since the 1950s, and it is expected to double again over the next 50 years. Harvest on this scale must be extremely well-managed to minimize impact on the environment and local communities, and to maintain future supplies of forest products.

Recent research by World Wildlife Fund indicates that future demand for wood could be met from approximately one fifth of the world’s forest area. Sound forest management, coupled with increased productivity and continued efficiency improvements in manufacturing, can move the forest industry towards sustainability.

To support informed purchasing decisions, the market requires a mechanism to distinguish responsible forest management from the unsustainable practices occurring in some forested areas. Forest certification offers an effective tool for achieving these goals while maintaining the full range of forest values. ✓



EDWARD PARKER/WWF



What is Forest Product Certification?



SEVEN ISLANDS LAND CO.

The term “certified” is widely used to differentiate products and services in the marketplace, but the rigor of the standards and procedures that stand behind the term vary significantly. Generally, certification methods can be divided into three categories: first-, second-, and third-party certifications. First-party is also known as “self-certification” because the certification involves no external verification of claims. Second-party certification is achieved by participating in an affiliated organization or group — such as a trade association — that in turn asserts qualitative claims about a product or service. Third-party is the only truly “independent” certification method and consists of three primary components: 1) *established **standards** for management and performance*; 2) *accredited **auditors** and procedures*; 3) *specific certification **assessments***. Third-party certification is by far the most credible and effective in helping drive positive changes through the marketplace. There are currently several third-party forest certification schemes operating in North America and around the world.

In evaluating the various forest certification methods, CFPC looks for standards that explicitly address the environmental responsibility, social benefits, and economic viability of forest management practices — what some call the “triple bottom line.” For more information see the *Compare Forest Certification Systems* section of the CFPC web site at www.certifiedwood.org.

Certification of forest management practices is in itself not enough. It is also necessary to track materials as they flow through manufacturing and distribution and are delivered to the market. Without a certified “chain of custody,” there is no way to ensure that a specific product originates in a certified, well-managed forest. Currently, only the Forest Stewardship Council (FSC) offers this critical Chain of Custody certification in the United States, and therefore is the only scheme to offer *certified forest products*.

Who are the Players in the FSC Certification Arena?

Forest Stewardship Council (FSC)

The FSC establishes and maintains the Principles and Criteria by which certifications are judged. They also accredit independent certifiers to carry out assessments and audits of forest product companies.

FSC Accredited Certifiers

The certifiers conduct the on-the-ground assessments and audits of forest management and Chain of Custody companies. The majority of certifications performed in North America are by SmartWood and Scientific Certification Systems (SCS). A limited number are also performed by the Silva Forest Foundation and SGS Qualifor.

Certified Forest Products Council (CFPC)

CFPC is an independent, non-profit organization that promotes the market for certified forest products by creating demand and facilitating market linkages. FSC is the only certification system currently endorsed by CFPC, but the two organizations have no formal affiliation.



Why Specify Certified Forest Products?



SABINE VIELMO

Specifying certified forest products lets you take full advantage of wood’s exceptional appearance and performance properties, with the confidence of knowing that you’re doing the right thing for our forests and for future generations. Including certified wood in projects is a key component of sustainable design and construction.

With today’s growing emphasis on corporate responsibility and consumer demands for environmental and social accountability, forest certification is of growing interest to businesses and consumers. Many see great promise in forest certification because it strikes a balance between economic needs and conservation objectives — offering a market-based, rather than regulatory, solution for improving forest practices.

Simply put, forest certification is a means of conserving forests by promoting responsible forestry practices. Forest certification provides an independent third-party assurance that a forestry operation meets standards set by a certification program. Companies participate voluntarily, and government has no direct role in the process.

Forests are evaluated according to previously defined standards and certified as well-managed by a qualified independent auditor. A well-managed forest satisfies standards for environmentally, socially and economically responsible management. These standards ensure the long-term health and productivity of forests for timber production, wildlife habitat and water and soil quality while also providing social benefits such as stable and lasting community employment.

Wood products from certified well-managed forests that are labeled or otherwise tracked throughout the manufacturing and distribution Chain of Custody can be identified by consumers as coming from responsible sources. Consumer demand for certified forest products is a powerful incentive for forest managers to adopt more ecologically sound practices, and for retailers and manufacturers to seek wood from certified forests. In combination with other strategies such as using wood more efficiently, expanding forest reserves, and combatting forest conversion and illegal logging, certification is a vital part of protecting our forest heritage.



NORM THOMPSON OUTFITTERS



FSC-US-0009

Although other certification systems exist, the Forest Stewardship Council is currently the only certification system endorsed by the Certified Forest Products Council (CFPC) and eligible for credit under the US Green Building Council’s LEED™ system (www.usgbc.org/programs/leed.htm).





Strategies for Specifying FSC Certified Materials

The following suggestions are the result of CFPC's experience in assisting building and design professionals to write and implement successful specifications for certified forest products.

1. Engaging CFPC and certified suppliers early in the design process as resources of information will allow the project team to specify certified forest products that are available and appropriate to the project at hand. Providing a resource list as part of the Instructions to Bidders referencing CFPC and specific FSC certified vendors will also help assure that your specification is fulfilled. Contact CFPC directly at (503) 224-2205 or info@certifiedwood.org for advice and guidance on product availability and potential suppliers of FSC certified products. You can also search the CFPC web site (www.certifiedwood.org).
2. Most projects that are successful in using certified materials employ a line-item strategy based on current availability of specific products rather than a blanket approach applying to all wood products. See **Sample Specification Language**, included in this Toolkit (also accessible online at www.certifiedwood.org/documents/Sample_Spec_Language.pdf).
3. Where certified supply is limited, a bid alternate may be required or desirable. Experience has shown that FSC certified materials should be specified in the primary bid and use of non-certified materials in the alternate. This strategy:
 - Typically produces more competitive pricing
 - Requires due diligence to submit a responsive bid
 - Strengthens the platform for any necessary negotiation
4. In some instances it may be necessary to write a 'sole source' specification based on the specified product only being available from a single certified supplier. If so, FSC's Principles and Criteria for Forest Management and Chain of Custody requirements provide ample justification for the unique qualitative attributes of the sole-sourced item. Visit www.fscoax.org for more information.
5. If it is necessary to refer to 'FSC or equivalent' certification in specification language, please contact CFPC.
6. Including **Certified Wood Bid Compliance Forms** (included in this Toolkit and accessible online at www.certifiedwood.org/documents/Bid_Compliance_Form.pdf) in each specific sub-section where certified forest products are specified will help assure due diligence on the part of bidding contractors and subcontractors and ensure that they fully understand their obligations to provide a responsive bid.
7. Providing a **Vendor Reference List** (included in this Toolkit and accessible online at http://www.certifiedwood.org/documents/Vendor_Reference_List.pdf) can assist contractors in successfully sourcing certified products as specified.
8. Keeping thorough **Project Documentation** (included in this Toolkit and accessible online at http://www.certifiedwood.org/documents/Project_Doc_Summary.pdf) can help you to ensure the success of your efforts to use certified materials and provides the majority of documentation required by LEED. ✓



Sample Specification Language

The following specification language is intended for use in Purchase Requisition, Request for Proposal, or Design Specification documents relating to certified forest products.

DEFINITIONS “Certified Well-Managed Forests” — For the purposes of this section “certified well-managed” shall be determined by standards endorsed by the Forest Stewardship Council (FSC).

REFERENCES FSC (Forest Stewardship Council) — All certified forest products.

SUBMITTALS For wood products, provide evidence of compliance with FSC standards as follows:

- i. Indicate certified status of forest by providing supplier invoices. Invoices will contain the supplier’s Chain of Custody number and identify each certified product on a line-item basis.

Wood products for which acceptable documentation is not submitted will be rejected and their removal required.

QUALITY

ASSURANCE

The following certification bodies are accredited by the Forest Stewardship Council to certify forest products:

- i. Scientific Certification Systems (SCS)
- ii. SmartWood Certification Program
- iii. Silva Forest Foundation
- iv. SGS Qualifor
- v. Soil Association’s Woodmark Scheme
- vi. Skal
- vii. Institute für Marktökologie (IMO)
- viii. BM TRADA Certification
- ix. GFA Terra Systems
- x. ICILA
- xi. South African Bureau for Standards (SABS)

MATERIALS Wood products in this section shall originate in “Certified Well-Managed Forests”. ✓

This information is accessible online at www.certifiedwood.org/documents/Sample_Spec_Language.pdf



Bid Compliance

How to Ensure You are Getting the FSC Materials You Specify

Having specified FSC certified materials for your project, how do you ensure that your vendors can supply them?

For your specification to have the best possible chance for success, you need to ensure that your contractors and their suppliers fully understand the implications of bidding on your specification and sourcing FSC certified products. The first and most crucial strategy is to make sure your contractors are purchasing legitimate FSC products from certified vendors. The second strategy is to anticipate commonly experienced problems, such as:

- Due to the newness of the certified marketplace many contractors and vendors are not aware of the steps necessary to deliver certified products.
- Certified products are often not available from a contractor’s normal sources.
- Depending on the product, they may cost more than non-certified products.
- Lead times may be longer than usual due to supply constraints.

Integrating CFPC’s **Certified Wood Bid Compliance Form** (included in this Toolkit and accessible online at www.certifiedwood.org/documents/Bid_Compliance_Form.pdf) into your specifications will ensure that your contractor’s suppliers are able to provide the FSC certified materials you have specified. Bid Compliance Forms provide insurance against potentially time-consuming and costly pitfalls as well as fraudulent claims. They can help identify potential problems during the design and decision-making phase of a project rather than during construction, when it is often too late.

The Bid Compliance Form is designed to encourage contractor/supplier compliance and should be used in conjunction with strong specification language for FSC certified materials. The following process should be used for the distribution and retrieval of Bid Compliance Forms:

- The architect finalizes the specification and includes Bid Compliance Forms in all sections where certified forest products are specified.
- Bidding general contractors distribute subsections of specifications with Bid Compliance Forms to subcontractors and/or potential suppliers.
- Supplier returns form with their bid to the general contractor who forwards it on to the architect or project manager. *If necessary to accommodate the last-minute nature of some bid processes, the due date for the Bid Compliance Forms can be scheduled for 24 hours after bid deadline.*
- If a given specification section for certified wood will require samples, shop drawings, or other submittals, it is prudent to then reconfirm that materials will be sourced from a certified Chain of Custody vendor.

CERTIFIED WOOD BID COMPLIANCE FORM



Project Documentation

How Can You Tell That a Product Comes from an FSC Certified Supplier?

As a project progresses from specification to construction, the project team must remain vigilant to ensure that the wood used actually comes from certified, well-managed forests. Careful documentation of the certified materials as they enter the project stream ensures that your specification is satisfied. This is quite simple to do using standard business documents.

To prove their certified status, each certified company is issued a unique Chain of Custody number that must appear on all documentation related to the certified product, such as packing lists, bills of lading, or invoices. In addition, each product on these documents must be identified as certified on a line-item basis, as per FSC rules. These are the key assurances of the certified status of a wood product.

Documentation is most easily verified by using the **Certified Wood Project Documentation Summary** (included in this Toolkit and accessible online at http://www.certifiedwood.org/documents/Project_Doc_Summary.pdf). The Project Documentation Summary can be completed using copies of relevant invoices, bills of lading and other documentation. This documentation should be kept with the form (examples of invoices are included in this Toolkit). Where submittals are required for certified products, relevant documents should also be kept with this form.

ADDITIONAL BENEFITS

How to Take Full Advantage of Your Efforts and Capitalize on Lessons Learned

Project documentation has four additional benefits:

- You can substantiate public claims about your use of certified materials in the media and provide ready information about the successes, shortcomings, problems and highlights of using certified material — an area of rapidly growing interest.
- It will enable you to participate in sustainable building certification programs such as the US Green Building Council’s LEED™ system, which offers credit for the well-documented use of certified wood.
- You can legally use the FSC name and logo to take full advantage of your efforts in articles, promotional materials and advertisements. FSC welcomes projects using the FSC logo, however they will require documentation of the suppliers, Chain of Custody numbers and products used before authorizing you to use the logo and make claims. Contact your Regional Trademark Manager, Meme Lobecker (call (202) 342-0413 or email mlobecker@foreststewardship.org), for copies of the logo and guidelines on use.
- You will have a well-organized reference file of reliable suppliers of FSC certified materials, a greater sense of product availability and pricing, and a distinct advantage over your competition for future certified projects. ▣

PROJECT DOCUMENTATION SUMMARY



Project Phase Certification Flowchart

PROGRAMMING

LEED Explore & establish certification prospects per project goals



SCHEMATIC DESIGN

Identify wood use

Is the product available as certified?



No

Yes

DESIGN DEVELOPMENT



Conduct gap analysis of certified supply chain

Confirm certification credentials



Can gap be filled?

Are they valid?

No

Yes

Yes

No



Contact CFPC



Contact CFPC



Resolve

CONTRACT DOCUMENTS

LEED Write specification

Generate Vendor Reference List



Generate Bid Compliance Forms

Provide instructions to bidders



Bid

Evaluate bid responses

Issues need to be resolved?

Bid satisfactory?

Contact CFPC

Proceed to construction

Resolve



CONSTRUCTION

Outline Project Documentation Summary

Monitor submittals as appropriate

Monitor materials deliveries

LEED Compile Project Documentation Summary

Collect documentation

LEED Fill out LEED™ calculation form

Submit documentation

OCCUPANCY

LEED Win a Gold Star!

Tell your friends





Forest Products Supply Chain

To newcomers, the forest products supply chain can seem labyrinthine and confusing. An enormous array of products must go through multiple levels of manufacturing and distribution to eventually be readily available in every locality. This diagram simplifies the forest products supply chain by distilling it down to a set of schematic business categories and showing the most common transaction flows between them. Also note that some businesses may fulfill more than one role in the chain. In a typical project, architects and contractors are primarily engaged in business relationships with retailers (pro-dealers), limited production/custom manufacturers, and, occasionally, woodworkers.

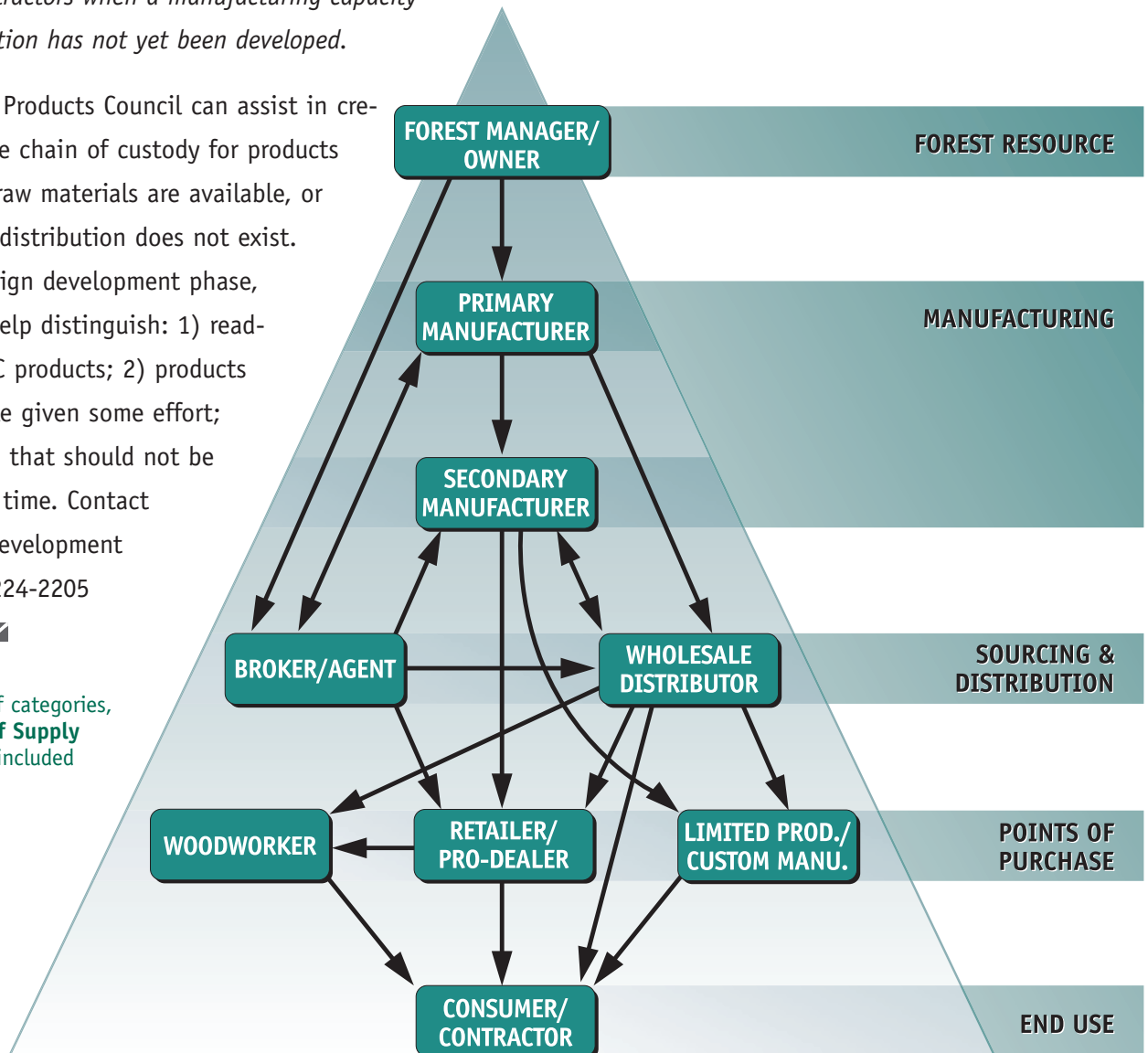
It is important to realize that the market for FSC certified products is developing as a subset of the entire forest products industry and is subject to the same complexities. The FSC market in North America is still at an early stage, and by no means are all of the links of a mature supply chain in place. *Specifying and using FSC certified wood may require outreach to deeper levels of the supply chain to bring particular products to contractors when a manufacturing capacity or local distribution has not yet been developed.*

Certified Forest Products Council can assist in creating a workable chain of custody for products for which only raw materials are available, or for which local distribution does not exist.

Early in the design development phase, CFPC can also help distinguish: 1) readily available FSC products; 2) products that are possible given some effort; and 3) products that should not be pursued at this time. Contact

CFPC's Market Development Team at (503) 224-2205 for assistance. ✓

For clarification of categories, see **Definitions of Supply Chain Positions**, included in this Toolkit.





Definitions of Supply Chain Positions

These categories are intended to help you find companies able to buy or sell products in the volume and manner appropriate to your needs. These are guidelines only, not absolute definitions.

FOREST OWNER/MANAGER: Manages land, harvests trees and sells logs. Minimum unit of sale is typically a truckload, railcar-load or shipping container.

PRIMARY MANUFACTURER: Converts logs into standardized basic products such as lumber, veneer, chips and pulp. Often called “mills” — sawmills, veneer mills, chip/pulp mills, etc. Minimum unit of sale is typically a truckload, railcar-load or shipping container.

SECONDARY MANUFACTURER: Converts basic products into more specialized or value-added products, such as paper, plywood, flooring, stair parts, moldings, etc. Also combines basic products and value-added products into cabinets, furniture, doors, windows, etc. Generally has standardized product lines, large production capacities, and buys directly from primary or secondary manufacturers or wholesale distributors. Minimum unit of sale is typically a truckload, railcar-load or shipping container.

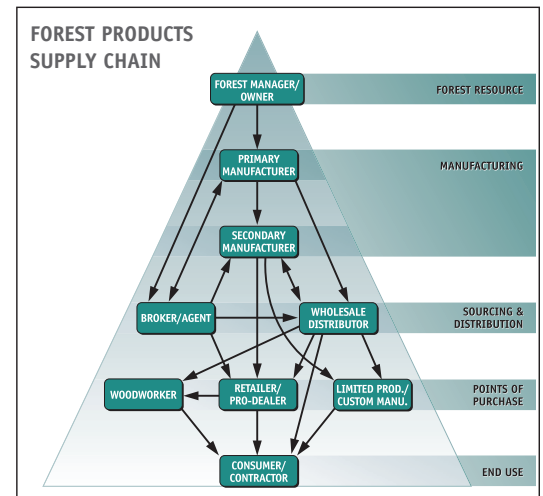
BROKER/AGENT: Buys or sells products on behalf of another party, usually for a fee or commission. Minimum unit of sale is typically multiple truckloads, railcar-loads or shipping containers.

WHOLESALE DISTRIBUTOR: Buys primarily from primary and secondary manufacturers for the purpose of resale and distribution to retailers, manufacturers, or large end-users. Offers products on a business-to-business basis, not to the general public. Minimum unit of sale varies depending on company specialty, but is always in bulk, not by the piece. Also called a “Merchant” in the paper industry.

WOODWORKER: Makes finished wood products or components on a custom basis. Production is very limited or one-off and capacity is very flexible and tailored to the needs of the individual customer or job. Usually there is no minimum order. Often sells direct to the general public and tradespeople.

RETAILER/PRO-DEALER: Typically stocks and offers a wide variety of products direct to the general public and tradespeople, with no minimum order. Can usually mix and match product lines depending on customer needs. Often can arrange delivery to a home or jobsite.

LIMITED-PRODUCTION/CUSTOM MANUFACTURER: Manufactures value-added or finished wood products on a limited-production, contract or special order basis. May have standardized product lines or may manufacture entirely to the specifications of the customer. Products may be the same as those made by secondary manufacturers but production capacity tends to be smaller and more flexible. Tends to buy from distributors or retailers rather than direct from primary or secondary manufacturers. Unit of sale varies by product and company but is typically smaller than secondary manufacturers. ✓





Beyond Certification

Wood Use for Healthy Forests

While using independently certified forest products ensures that wood comes from well-managed forests, it isn't the only consideration for environmentally sound purchasing. Your specification and purchasing decisions can also take into consideration several other factors that impact the health of the world's forests and the well-being of the people who depend on them.

Detailed information on the following concepts is available at CFPC's Certification Resource Center at www.certifiedwood.org. From the homepage, click on *Beyond Certification* on the right hand side.

- **GRADE IMPLICATIONS** — Using lower grades of wood can dramatically reduce pressure on forests. This section takes a brief look at the effects of purchasing superior lumber and veneer grades on forest ecology and how the practice is driven in large part by convention.
- **LESSER-KNOWN TROPICAL SPECIES** — The market currently values only a small percentage of the species available from tropical forests. Using lesser-known species increases the palette of available materials, improves the economics of sound forest management and helps take pressure off well-known species.
- **UNDER-VALUED DOMESTIC SPECIES** — Many useful wood species in North America are under-valued and under-used primarily for historical reasons. This section explains the advantages of using these species.
- **THREATENED SPECIES** — Buyers often assume that all species for sale in North America are legal and non-endangered, but this is not always the case. This section includes information on woods listed in the Convention on Trade in Endangered Species (CITES) and the illegal wood trade. ✓





Certified Wood Bid Compliance Form

PROJECT _____

PROJECT CONTACT _____

This section to be completed by Bidder:

Please send this completed form back with your bid to supply the certified forest products specified.

Make copies of this form as necessary to obtain vendor statements.

SPECIFICATION REFERENCE(S) _____ PRODUCT: _____

GENERAL CONTRACTOR _____

SUBCONTRACTOR _____

This section to be completed by Certified Forest Products Vendor:

Please send this completed form back with your bid to supply the certified forest products specified.

STATEMENT OF COMPLIANCE

As the representative of _____ I give my assurance that we are able to supply FSC certified products, as:

1. We are an FSC certified company able to supply the specified products and have been assigned the following Chain of Custody number: _____ - _____ - _____

All invoices and shipping documents relating to FSC certified products will be labeled with our company's Chain of Custody number. In addition, each FSC certified product will be identified on a line-item basis in accordance with FSC rules.

2. Our company's statement of product availability, delivery times, and pricing reflect due diligence based on market conditions at the time of inquiry.

SIGNATURE _____ DATE _____

PRINT NAME _____

This form is accessible online at www.certifiedwood.org/documents/Bid_Compliance_Form.pdf





Vendor Reference List

PROJECT _____ PROJECT CONTACT _____

The following list is offered as a resource to bidders to assist in identifying suppliers qualified to provide certified wood products as specified. Use of the suppliers is not required, nor is any guarantee implied as to their capability or performance.

COMPANY Certified Forest Products Council	CONTACT Jason Grant	SPEC. REFERENCE N/A
ADDRESS 721 NW Ninth Ave., Suite 300, Portland, OR 97209	PRODUCT N/A	
PHONE (503) 224-2205	EMAIL info@certifiedwood.org	CHAIN OF CUSTODY NO. N/A - _____ - _____
COMMENT Provides background information on certification and product availability.		
COMPANY _____	CONTACT _____	SPEC. REFERENCE _____
ADDRESS _____	PRODUCT _____	
PHONE _____	EMAIL _____	CHAIN OF CUSTODY NO. _____ - _____ - _____
COMMENT _____		
COMPANY _____	CONTACT _____	SPEC. REFERENCE _____
ADDRESS _____	PRODUCT _____	
PHONE _____	EMAIL _____	CHAIN OF CUSTODY NO. _____ - _____ - _____
COMMENT _____		
COMPANY _____	CONTACT _____	SPEC. REFERENCE _____
ADDRESS _____	PRODUCT _____	
PHONE _____	EMAIL _____	CHAIN OF CUSTODY NO. _____ - _____ - _____
COMMENT _____		
COMPANY _____	CONTACT _____	SPEC. REFERENCE _____
ADDRESS _____	PRODUCT _____	
PHONE _____	EMAIL _____	CHAIN OF CUSTODY NO. _____ - _____ - _____
COMMENT _____		

Further information regarding potential suppliers and certification requirements for this project is available from the Certified Forest Products Council. This form is accessible online at www.certifiedwood.org/documents/Vendor_Reference_List.pdf





Certified Wood Project Documentation Summary

To be completed during the construction phase of the project.

Make copies of this form as necessary to fulfill documentation.

PROJECT _____

PROJECT MANAGER _____

ATTACH COPIES OF RELEVANT DOCUMENTATION TO THIS FORM. CHECK WHERE APPLICABLE.					Copy of invoice or other document attached?		
SPEC. REFERENCE	PRODUCT	Submittal required		SUPPLIER	CHAIN OF CUSTODY NO.	Copy of invoice or other document attached?	
		<input type="checkbox"/>	<input type="checkbox"/>			YES	NO
		<input type="checkbox"/>	<input type="checkbox"/>		____ - ____ - ____	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>		____ - ____ - ____	<input type="checkbox"/>	<input type="checkbox"/>
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		<input type="checkbox"/>	<input type="checkbox"/>		____ - ____ - ____	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>		____ - ____ - ____	<input type="checkbox"/>	<input type="checkbox"/>

This form is accessible online at www.certifiedwood.org/documents/Project_Doc_Summary.pdf



ABC Timber Company

1234 FOREST DRIVE • WOODVILLE, USA • 01234

INVOICE

NUMBER 1075

BILL TO:

Bill Smith
Smith Brothers Construction
PO Box 123, Pleasantville, USA 43210

SHIP TO:

Bill Smith
Smith Brothers Construction
PO Box 123, Pleasantville, USA 43210

SALESPERSON	TERMS	SHIP VIA	SHIP DATE	CUSTOMER NO.	INVOICE DATE
AMT	COD	AIR	2/22/2002	G65TY-1	2/21/2002

Qty	Unit	Description	Surface	Price	Ext.Price
3	pcs	2x4 Redwood Con Hrt, Certified	10'	\$10.62	\$31.86
15	pcs	2x4 Redwood Con Hrt, Certified	12'	\$12.74	\$191.10
2	pcs	2x4 Redwood Con Hrt	8'	\$8.49	\$16.98
8	pcs	2x6 Redwood Con Hrt	12'	\$19.11	\$152.88
3	pcs	2x6 Redwood Con Hrt, Certified	16'	\$25.48	\$76.44
24	pcs	2x6 Redwood Con Hrt	8'	\$12.74	\$305.76
4	pcs	4x4 Redwood Con Hrt, Certified	16'	\$36.98	\$147.92
1	pcs	4x4 Redwood Con Hrt, Certified	18'	\$41.61	\$41.61
49	bdft	2x4 Cherry PLSL Classic Core	10'	\$79.36	\$79.36

Subtotal	\$1043.91
Tax total	79.58
Freight	250.00
Total	\$1373.49
Total Due	\$1373.49

Note!

Certified products documented on line item and Chain of Custody number included on invoice.

SAMPLE INVOICE #1

Unpaid balances due within 30 days will be subject to a finance charge of 1.5% per month.

Line items marked "Certified" come from well-managed forests certified in accordance with the rules of the Forest Stewardship Council. ABC Timber Co. is chain-of-custody certified by SmartWood; Certification Number SW-COC-425.

Acme Wood, Ltd.

1240 OAK STREET • FORREST, USA • 98765

INVOICE

NUMBER 3650

BILL TO:

BILL SMITH
SMITH BROTHERS CONSTRUCTION
PO BOX 123, PLEASANTVILLE, USA 43210

SHIP TO:

BILL SMITH
SMITH BROTHERS CONSTRUCTION
PO BOX 123, PLEASANTVILLE, USA 43210

SALESPERSON	TERMS	SHIP VIA	SHIP DATE	CUSTOMER NO.	INVOICE DATE
AMT	COD	AIR	2/22/2002	G65TY-1	2/21/2002

ITEM/DESCRIPTION	QUANTITY	UNIT	PRICE/PER	TOTAL
C-CHERRY 4/4 FASEL S2SIE, 13/16 FSC # SW-COC-051	49	BDFT	4495.00/M	\$220.26
CHERRY 3/4 -1 PLSL CLASSIC CORE	32	BDFT	2480.00/M	79.36

SUBTOTAL	\$299.62
INVOICE TOTAL	299.62
NET DUE	\$299.62



Note!

*Certified products documented
and Chain of Custody number
included on line item.*

SAMPLE
INVOICE #2

ALL RETURNED MERCHANDISE SUBJECT TO RESTOCKING FEE.
A FEE OF 1% INTEREST PER MONTH WILL BE APPLIED TO ALL OVERDUE INVOICES.