

Certificate of Free Sale Worksheet

1. Is your Company or a Branch of your Company based in Arizona?

Yes _____ No _____

- If your answer is 'Yes' and you are a Multilevel/ Network Marketing Company, this application must come from the parent firm. Certificates can only be mailed to an address within the State of Arizona.

2. Can you provide us with 3 invoices/ bills of lading for each product to be included on the Certificate of Free sale to prove that the products are freely traded within the U.S. (Invoices must be dated within 3 months prior to the application date, one of the invoices must be from an Arizona buyer the other 2 can be from anywhere within the U.S., all must contain customer names, addresses, and phone numbers)

Yes _____ No _____

- If your answer is 'NO' to either question 1 or 2 you cannot receive a Certificate of Free Sale from the State of Arizona.
- If your answer is 'Yes' to both questions you may continue with the worksheet and application

3. Listing the products on the Application:

- List products by Brand name, Product name, type and packaging e.g.: pack, box. **DO NOT LIST CONTAINER SIZES.**
- Products sold abroad under a different name than the U.S. must be listed using the U.S name.
- The certificate will only be issued in English language

4. The cost of the Certificate of Free Sale is \$ 25.00 for each 100 products listed on the application. Certificates expire one year from the date issued and then you must follow steps 1 and 2 to renew.

- # of products to be listed on the Free Sale _____
- Divided by 30 _____ (round to the next highest number)
- Multiply above number by \$25.00 _____ this is the amount you owe for the original.

5. Reprints or Copies of Certificate of Free sale

- Reprints or Copies of newly/previously issued certificates are available by request with in one year of the original date issued.
- To receive a reprint/copy, submit a copy of the certificate that was issued or request the number needed on the original application and \$ 1.00 per page. (Every 30 products = 1 page)
 - # of products listed on the Free sale _____
 - Divided by 30 _____ (round to the next highest number)
 - Multiply above number by \$ 1.00 _____ this is the amount due for Reprints/ Copies

6. Total amount due

- Amount due for Original _____ (one time cost- expire yearly)
- Amount due for Reprints/Copies _____
- Total Amount due _____ (add the above numbers)

Make Checks Payable to: Arizona Commerce Authority

7. Certificates of Free Sale for Non- Consumable Items are issued by the Arizona Commerce Authority. Send your completed form, 3 copies of invoices per product and check payable to the Arizona Commerce Authority.

Arizona Commerce Authority

Certificate of Free Sale

333 N. Central Avenue, Suite 1900

Phoenix, AZ, 85004

Phone: 602 845 1257

Fax: 602 845 1201

www.azcommerce.com/services/international-business

8. For Certificates of Health / Free Sale for Consumable items, contact the Arizona Department of Agriculture.

Arizona Department of Agriculture

ESD Licensing Section

1688 W. Adams

Phoenix, AZ, 85007

Phone: 602 542 0965

Fax: 602 542 0466

<http://www.azda.gov/Common/forms.aspx>

Arizona Commerce Authority
 International Trade
 333 N. Central Avenue, Suite 1900
 Phoenix, AZ, 85004
 Phone: 602 845 1257 FAX: 602 845 1201

FOR COMMERCE USE ONLY	
Check #:	_____
Check date:	_____
Check Amount:	_____
Line Number:	_____
Date mailed:	_____

Application for a Certificate of Free Sale

Company Name: _____ Arizona Tax #: _____
 Company Address: _____ City: _____ State: _____ Zip: _____
 Company Phone #: _____ Fax: _____
 Company Contact: _____ E-mail Address: _____
 Address to mail certificates to: _____
 City: _____ State: _____ Zip: _____
 Country of Exportation: _____ Value of Shipment: _____

The cost of a certificate of Free Sale is \$25.00 for each 100 products listed on the application, plus \$1.00 per page for any additional original copies requested at time of application. I would like to receive:

1 Original certificate: _____ divided by 100 = _____ X \$ 25.00 = _____
(# of products) (round to nearest high #)
 _____ Copies @ \$1.00 per page _____ divided by 30 = _____ X \$ 1.00 = _____
(1 page = 30 products) (# of products) (round to nearest high #)
 Total Due: _____

Please make checks payable to the Arizona Commerce Authority

List of Non-Consumable items to appear on Certificate:

	Brand	Product	Type	Packaging
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				

The above information is true and correct:

Printed Name and title of Company Official: _____

Signature of Company Official: _____ Date: ___/___/___

**Arizona Commerce Authority
Certificate of Free Sale
Continuation List of Non-Consumable products**

	Brand	Product	Type	Packaging
18				
19				
20				
21				
22				
23				
24				
25				
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27				
28				
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	Brand	Product	Type	Packaging
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