

## 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. Certificate 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](http://www.azcommerce.com)

**8. Certificates of Free sales for Consumable items are issued by the Arizona department of Agriculture. Send your completed form and checks payable to the Arizona department of Agriculture.**

Arizona Department of Agriculture

ESD Licensing Section

1688 W. Adams

Phoenix, AZ, 85007

Phone: 602 542 0904

Fax: 602 542 0466

[www.agriculture.state.az.us](http://www.agriculture.state.az.us)

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

<b>FOR COMMERCE USE ONLY</b>	
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**

	<b>Brand</b>	<b>Product</b>	<b>Type</b>	<b>Packaging</b>
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				
31				
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	<b>Brand</b>	<b>Product</b>	<b>Type</b>	<b>Packaging</b>
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67				
68				
69				
70				
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