



LUMBER & CHIP SALES (AMV) MONTHLY REPORT INSTRUCTIONS

Monthly reports are to be submitted by the 20th day of the following month.

Excel Program If you are using the Excel program, please ***note that it is already formatted.*** All you need to do is enter the volume with the decimal place and enter your values rounded to the nearest dollar. ***DO NOT let the spreadsheet round the dollars for you.*** The spreadsheet will automatically sum the volume and value columns for each section. You will not have to calculate the totals.

CLS Lumber Includes all sales that are in Canadian Lumber Standard (CLS) sizes.

The following types of lumber sales are excluded:

1. Sales made through a retail sales outlet;
2. Lumber consumed or transferred within the company;
3. Sales to a subsidiary (not at fair market value); and
4. Sales to employees.

The net sales value for each species is reported in Canadian dollars after the following applicable costs have been deducted from the selling price (F.O.B. mill):

1. Freight;
2. Actual sales expenses incurred (maximum 5%);
3. Cash discounts;
4. Export and surge charges; and
5. Leased rail car costs.

Non-CLS Lumber Includes all sales that are not in CLS sizes. These are reported as actual sizes in cubic meters or MBM (Actual).

The following types of lumber sales are excluded:

1. Sales made through a retail sales outlet;
2. Lumber consumed or transferred within the company;
3. Sales to a subsidiary (not at fair market value); and
4. Sales to employees.

The net sales value for each species is reported in Canadian dollars after the following applicable costs have been deducted from the selling price (F.O.B. mill):

1. Freight;
2. Actual sales expenses incurred (maximum 5%);
3. Cash discounts;
4. Export and surge charges; and
5. Leased rail car costs.

Chips Reported in actual BDU's, ODT's, BDT's or m³, F.O.B. sawmill.

If you have any questions or require help in filling out the form, please contact your local Ministry of Forests Regional Accountant or the Timber Pricing Accountant in Victoria.



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CLS SALES INSTRUCTIONS

STUD PAGE

All lumber, excluding trim blocks, greater than or equal to 6' and less than 10', that has a nominal size less than or equal to 2" by 6".

Enter Mill Name, Contact, Month, Species and Mill #

Grade	You are given two grades: Stud and Economy and a separate line for Trim Blocks. For grades different than those listed, use the space provided below "Economy" and enter the grade in the column. Economy boards are to be reported under Economy grade. The rest of the boards are to be reported under Stud grade. If there are specialty grades that are of higher quality they are reported as stud if they fall within the specified dimensions.
M / F	M stands for Machine Stress Rated (MSR). F stands for Fingerjoint. If you are dealing with either of these mark an M or F in this column for each applicable size. Otherwise, leave blank.
Size	Use this column to specify the size of the lumber (1x4, 2x3, 2x4, etc.) The size cannot exceed 2x6 in the Stud category. If you have a larger size, enter it on the Random page. Enter the MFBM (nominal) and the \$'s for each size.
MFBM (Nominal)	The volume is reported in MFBM (nominal) to three decimal places.
\$	The value is reported to the nearest dollar. DO NOT hide the cents. This causes totals to not equal the entered amounts.
<u>Total Stud</u>	Is the total MFBM (nominal) and \$ columns. This is a calculated field PLEASE DO NOT UPDATE.

This is the end of the Stud section. Please use a separate page for each species. If an additional page is required for a species, sum the MFBM (nominal) and the \$'s in the Total Stud row on each page. **Do not add the two pages together.**



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RANDOM PAGE

All lumber that does not meet the definition of Stud

Enter Mill Name, Contact, Month, Species and Mill #

- Grade** You are given the following grades: Standard #2 & Better, Utility #3, Board, Cants and Economy; and a separate line for Trim Blocks. For grades different than those listed, use the space provided below "Economy" and enter the grade in the column. Please specify the exact grade and do not put "Other".
- M / F** M stands for Machine Stress Rated (MSR). F stands for Fingerjoint. If you are dealing with either of these mark an M or F in this column for each applicable size. Otherwise leave blank.
- Size** Use this column to specify the size of the lumber (1x4, 2x3, 2x12, etc.). Enter the MFBM (nominal) and the \$'s for each size.
- MFBM (Nominal)** The volume is reported in MFBM (nominal) to three decimal places.
- \$** The value is reported to the nearest dollar. DO NOT hide the cents. This causes totals to not equal the entered amounts.
- Total Random** Is the total MFBM (nominal) and \$ columns. **This is a calculated field PLEASE DO NOT UPDATE.**

This is the end of the Random section. Please use a separate page for each species. If an additional page is required for a species, sum the MFBM (nominal) and the \$'s in the Total Random row on each page. **Do not add the two pages together.**



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TRIM BLOCKS SECTION

Trim Blocks are defined as short lengths of lumber, less than 6' long, trimmed off in the manufacturing process. Trims are made to achieve uniform lengths or to remove defects. This trimmed volume is then sold to secondary manufacturers. The sales value of Trim Blocks should be allocated on a pro rated basis between stud and random sales. The rules for removing applicable costs are the same as for CLS Lumber.

This is the end of the Trim section.

TIES SECTION

Size	There is no requirement to report size.
MFBM (Nominal)	Total volume is reported in MFBM (nominal) to three decimal places.
\$	The total value is reported to the nearest dollar. DO NOT hide the cents. This causes totals to not equal the entered amounts.

This is the end of the Ties section. Please use a separate page for each species.



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NON - CLS SALES INSTRUCTIONS

NON - CLS PAGE

Enter Mill Name, Contact, Month, Species and Mill #

Circle the units of the volume being reported. (If you are using the Excel program, delete the units that you are not using). Report all non-CLS lumber volume, including trim blocks, on this page.

ROUGH & DRESSED SECTIONS

If you are dealing with Rough, use the box on the left marked "Rough". If you are dealing with Dressed, use the box on the right marked "Dressed".

Thickness	There are three thickness to choose from: <30 mm, 30 - 60 mm, and >60 mm. Determine the thickness.
Width	There are three widths to choose from: <70mm, 70 - 200 mm, and >200 mm. Determine the width.
m³ / MBM (Actual)	The lumber volume is recorded as either m ³ or MBM (Actual) up to three decimal places.
\$	The value is reported to the nearest dollar. DO NOT hide the cents. This causes totals to not equal the entered amounts.

This is the end of the Non-CLS Sales report. There is room on this page for two species. For additional species please use another page. You should not require more than one page per species.



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CHIP SALES INSTRUCTIONS

Enter Mill Name, Contact, Month and Mill #

Circle the units of the volume being reported. (If you are using the Excel program, delete the units that you are not using).

If you make Whole Log Chips, record the information in the Whole Log Chips section for each species. Total the whole log chips separately from the rest of the chips. Do not put a grand total in this line.

Provide the following information for **WHITEWOOD / CEDAR / DECIDUOUS** chip sales. If sales are not Cedar or Deciduous they are reported as WHITEWOOD.

Shipped to	Enter the Company the chips were shipped to.
Location	The physical location the chips are sent to.
Volume	The volume is recorded as either BDU's, ODT's, BDT's or m ³ (whichever unit you circled), to three decimal places. Please be specific when recording this data. Do not include testing or purchases.
\$ Net Sales *	The value reported to the nearest dollar. DO NOT hide the cents. This causes totals to not equal the entered amounts.
\$ Average Unit Price	\$ Net Sales / Volume (If you are using the Excel program it will automatically do this calculation).
Total	Sum of the Volume and the \$ Net Sales columns.

* Net Sales is the total value received including all bonuses & CQI less freight costs & penalties.