

## **17.34 Sale of Bulk Goods and Products**

### Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. that the Director of Retail procures vendors for the sale of bulk goods and products.

### Procedure:

A file is maintained for each vendor. The Director of Retail, or designated employee, authorizes shipments with a completed bill of lading or bill of sale. A completed bill of lading or sale must include the following:

- Total weight or number of gaylords/bales included in shipment
- Description of items
- Purchase order number or contract/modification number
- Agreed-upon sales price
- Payment terms
- Late payment charges and claims
- “As-Is” sale condition
- Release of Warranty
- Customer signature verifying receipt and satisfaction

The customer retains the top copy of the bill of lading or sale. The second copy is forwarded to the Finance Department. Bills of lading or sale must be used for all shipments and commercial pick-ups regardless of the method of payment.