

## INSTRUCTIONS FOR COMPLETING SMC-7sm

**NOTE: REPORTS ARE DUE TO THE OFFICES OF SMC BY THE 7<sup>TH</sup> OF EACH MONTH.**

A separate SMC-7sm form must be completed for each Virginia controlled market in which there were sales.

1. Contact Person: name of individual to contact with any questions regarding the reported sales.
2. Phone #: the contact person's telephone number.
3. Licensee: the name of the distributor whose sales are being reported.
4. Report Month/Year: the month and year in which the products were sold.
5. Address: the distributor's mailing address.
6. License #: the number assigned to the distributor when licensed by the Milk Commission.
7. Prepared by: signature of the individual preparing the report.
8. Date: the date the report is prepared. (Note: the report is due to the Milk Commission by the 7<sup>th</sup> of each month.)
9. Market: Virginia's controlled market in which the products were sold (Eastern, Western, and Southwestern).
10. Class I Sales:
  - a. Product: the type of product being sold (homogenized, reduced fat, lowfat, etc.). The butterfat test for each product must be listed on the line above "B. F. Test".
  - b. Processor: in this column, list the total units (not cases) sold in the market area. If milk is being purchased from more than one supplier, break the sales out by processor. Write the name of each processor under the heading "Processor" in the appropriate column.
  - c. Total Units: add the processor columns across and enter the total in this column.
  - d. Conversion Factor: since the conversion factor depends on the butterfat test for each product, the factors are not listed on this form. To obtain the correct factor, please refer to SMC's Conversion Factor Chart.
  - e. Product Pounds: multiply the total units by the appropriate conversion factor and enter the total here.
  - f. Fat Pounds: multiply the product pounds by the butterfat test divided by 100. Enter the result here.

Continue this process for each product sold. Total all columns at the bottom of the form.