

POULTRY INVOICE

For Movement of Poultry Within the New Jersey Live Bird Marketing System

DATE OF MOVEMENT:			INVOICE #:								
PREMISES OF ORIGIN INFORMATION:			PREMISES OF DESTINATION INFORMATION:								
Name			Name								
Address			Address								
City/State/Zip Code			City/State/Zip Code								
QUANTITY / UNITS DESCRIPTION- BREED, T			YPE and COLOR	COLOR PRICE AMO NT							

		TOTAL					
By providing this invoice, the distributor certifies that all poultry have tested NEGATIVE for Avian Influenza.							



COMPLETING A POULTRY INVOICE

New Jersey Department of Agriculture Division of Animal Health PO Box 330, Trenton, NJ 08625-0330 (609) 671-6400

- 1. A poultry distributor must obtain a completed poultry invoice from the production/supplier flock for all poultry intended for movement into a New Jersey live bird market or another poultry distributor (N.J.A.C. 2:9-4.1)
- 2. The poultry invoice required in (1) above shall remain in the possession of the poultry distributor and a new poultry invoice shall accompany all poultry delivered to live bird markets (N.J.A.C. 2:9-4.1) or delivered to another poultry distributor.
- 3. A poultry invoice is a document issued by a poultry distributor or production/supplier flock, which shall include:
 - a. The full name and address of the poultry distributor or production/supplier flock where the poultry originated;
 - b. The breeds and quantity of the poultry being moved;
 - c. The date of movement,
 - d. A statement of negative avian influenza status; and
 - e. The name and address of the poultry distributor or live bird market where the poultry are being moved.

Authorized agents of the NJDA check invoices regularly so they must be easy to read and understand. Invoices must be typed or printed legibly with blue or black ink. Abbreviations should be avoided. This is especially important for the breed and quantity. Also, a unit of measure (crate, coop, birds, etc.) should always be included when listing the quantity of birds delivered.

There is no set method to meet this requirement. As long as an invoice lists all of the required information, poultry distributors and production/supplier flocks may choose a system of invoicing and record keeping that is most appropriate for their business. Included below are three examples of complete poultry invoices:

Invoicing By Hand With Store Bought Forms

Distributors may purchase pre-printed invoicing tablets from an office supply store. A two-part booklet is necessary since both the premise of origin (production/supplier flock or distributor) and the premise of destination (distributor or live bird market) will need a copy. These booklets are relatively inexpensive, costing between \$3.50-5.00 per set of 50 forms. An example of this format is shown in Figure A.

Invoicing By Hand With Departmental Forms

Standardized poultry invoice tablets (designed and ordered by the distributor from a print shop) are similar to a tablet purchased from an office supply store, but are specific for moving birds within the live bird marketing system. These forms meet all of the requirements so long as they are fully completed. An example of this format is shown in Figure B.

Invoicing By Computer

Production/supplier flocks and distributors may use one of the many available software programs to create a poultry invoice. Software specifically designed for this purpose can be expensive. However, most word processing programs can be used to create an invoice. Some word processing programs have pre-made templates either installed or available for download from the software company's website. Remember, a hard copy of computer invoices should be printed and filed with production/supplier flock and/or distributor records in case of data loss. An example of this format is shown in Figure C.

Figure A: Sample Store Bought Poultry Invoice						Name and address of the		
	Jones Fresh Poultry 1995 E 15t St Anytown, NJ 01234		27	5651		premises of origin (p/s flock or poultry distributor)		
ADDRESS ADDRESS IALLO CITY, STATE, ZIP Anytown, CUSTOMER ORDER NO.	2 Pouttry Market Main St ← ADDRESS NJ OIA34 SOLD BY DIA34 TERMS F.O.B.		DATE	la4/c		Name and address of premises of destination (LBM or 2 nd distributor)		
ORDERED SHIPPED	DESCRIPTION		UNIT					
1 crate 3 crates	White Broilers Light Fowl, Red	XX		XX	XX XX	Date of movement		
						Breeds and quantity		
		Tota	1	XX	XX			
all pour tested	ry on this invoice have NEGATIVE for Ovian Influe	nz.a. 4				Statement of negative Avian Influenza status		
a , ndams 5840								

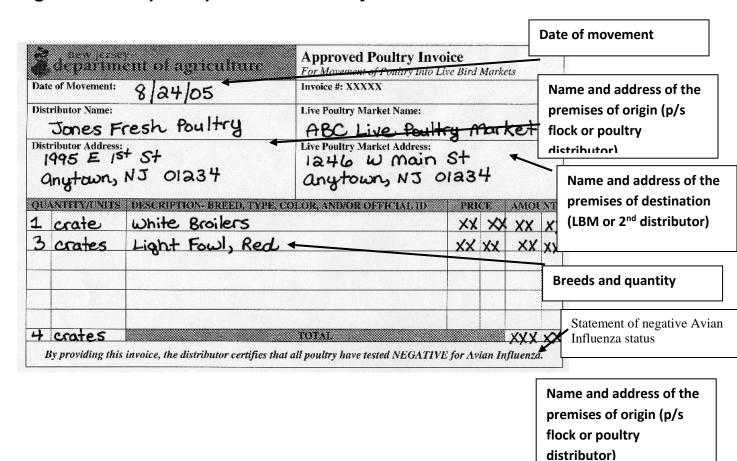


Figure B: Sample Departmental Poultry Invoice

Figure C: Sample Computer Poultry Invoice

1		Jones Fresh Poultry 1995 E 1 st St		INVC	DICE	
		Anytown, NJ 01234 🥌		INVOICE	NO: XXXXX	x
-	*		DATE OF	MOVEMENT: Au	gust 24, 200	5
					×	
To:	ABC Live F	Poultry Market				Date of movement
	1246 W Ma Anytown, N]	Name and address of the
	•					premises of destination
QUA	NTITY/UNIT	DESCRIPTION-BREED, TYPE, COLO	R AND/OR OFFICIAL ID	UNIT PRICE	AMOUNT	(LBM or 2 nd poultry
1	Crate	White Broilers		XXX	XXX	distributor)
30	Chickens	Light Fowl, Red		XXX	XXX	
					В	reeds and quantity
						Statement of negative Avian
	<u> </u>			SUBTOTAL		
				SALES TAX	×	
				TOTAL DUE	хххх	
				k		

All poultry listed on this invoice have tested NEGATIVE for Avian Influenza.