

## Net Sales Letter

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FACTOR will accept as Proof of Sales a letter from a [FACTOR-Recognized Distributor](#) or [Accredited International Distributor](#) (including international labels if approved by FACTOR) provided that:

1. The letter must clearly contain the following information for each title captured by the report:
  - Name of artist
  - Title of release
  - UPC #
  - Territory
  - Format (single or album, physical retail or digital retail)
  - Release date
  - The period of sales being reported: either release to date; or from (date) to (date)
  - Total net sales for the period. Net sales means units shipped less processed returns, and should not include units sold to the artist for resale off-stage. (Off-stage sales should be reported separately by the artist.)
2. The information must be verifiable by FACTOR if requested, meaning that FACTOR may contact the author of the letter to request verification, or may request to review a copy of the statement from your provider.
3. The letter must be issued on the provider's letterhead, dated and signed by an employee of that company and must contain the contact information of the signer so that FACTOR can follow up if necessary.
4. You (the applicant or artist) must co-sign the letter warranting that the information contained in the letter is true and accurate, as follows:

**I warrant that, to the best of my knowledge, this information is true and accurate. I understand that FACTOR may seek to verify these sales by another means, and may reject this report if the sales cannot be verified to FACTOR's satisfaction.**

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Artist or Applicant signature

Name:

Company or band name:

5. If FACTOR concludes for any reason that the sales numbers are inaccurate or false, they will be rejected, and you (the applicant or artist) will be responsible for any consequences.