

Sample Report: Sales

Licensees who develop and/or sell commercial products based on technology licensed from the HHS are obligated to submit periodic reports of sales and earned royalties to NIH. The information that should be provided NIH in these reports is identified in the following example.

Sales and Earned Royalty Report

Licensee:	Your Company Name			
License No.	L-XXX-YYYY			
Sales & Earned Royalty Report for Reporting Periods (mm/dd/yy) to (mm/dd/yy)				
Country of Sale	Licensed Product Name	Cat. No.	Units Sold	Gross Sales (USD)
US	A	001-001	623	\$94,696.00
	B	001-002	35	\$8,225.00
UK	A	001-001	45	\$7,200.00
	C	001-003	650	\$229,450.00
Japan	A	001-001	403	\$66,495,000
	B	001-002	21	\$5,145.00
Total Gross Sale =				\$411,211.00
Less Allowable Deductions:				
Freight =				-\$5,321.00
Returns =				-\$4,322.00
Total Net Sales =				\$401,568.00
Earned Royalty Rate =				8%
Earned Royalty Due =				\$32,125.44
Less Creditable Payments:				
Minimum Annual Royalty =				-\$2,000.00
Other Creditable Payments =				\$0.00
Net Earned Royalty Due =				\$30,125.44

Sales and Earned Royalty reports should be sent to:

Chief, Monitoring & Enforcement Branch
Office of Technology Transfer, NIH
6011 Executive Blvd, Suite 325
Rockville, MD 20852