Customer/Bid List Form

Notice
None of the information you provide on this form is disclosed to any other federal, state, or local agency.
All proprietary and financial information is exempt from the Freedom of Information Act.
If your company is not eligible for the program at this time, you may apply again in the future if conditions change.

Instructions

1. Please read Note 1 before making any entries in the table.

2. Enter your Name, Title, Company Name, Phone #, and Phone Extension (if any) in the table.

3. Enter the month/year shown in the blank labeled 12 on your Sales and Employment Data Form in the blank labeled 12 on this form (e.g., 9/05). Then, enter the month/year shown in the blank labeled 24 on your Sales and Employment Data Form in the blank labeled 24 on this form (e.g., 9/06).

4. For each customer account, enter the Company Name, Contact Name, Products purchased, Phone #, Extension # (if any), Address, City, State, Zip Code, and Sales for each 12 month period ending on the dates shown in the blanks labeled 12 and 24 in the Customer Sales section of the table.

5. For each lost bid, enter the Company Name, Contact Name, the value of Lost Sales, Products quoted, Phone #, and Extension # (if any) in the Bid List section of the table.

6. Return your completed form, including copies of all bids referenced on this form, to the NYS TAAC via fax, mail, or e-mail attention of: Mrs. Teresa Stockton, Outreach Specialist,
Email: tstockton@nystaac.org

Name:		Title:	
Company:		Phone:		Ext.:	

Customer Sales						12 Months Ending:	12	24
Company:		Contact:				Sales:		
Products:		Phone:		Ext.:				
Address:		City:		State:		Zip:		
Company:		Contact:				Sales:		
Products:		Phone:		Ext.:				
Address:		City:		State:		Zip:		
Company:		Contact:				Sales:		
Products:		Phone:		Ext.:				
Address:		City:		State:		Zip:		
Company:		Contact:				Sales:		
Products:		Phone:		Ext.:				
Address:		City:		State:		Zip:		

Bid List							
Company:		Contact:				Lost Sales:	
Products:		Phone:		Ext.:			
Company:		Contact:				Lost Sales:	
Products:		Phone:		Ext.:			
Company:		Contact:				Lost Sales:	
Products:		Phone:		Ext.:			
Company:		Contact:				Lost Sales:	
Products:		Phone:		Ext.:			

Note 1: Your company may be able to demonstrate how imports have affected your business based on a combination of declining sales to existing customers and a loss of bids for new business. A minimum of four different companies must be included in the table above in any combination of customer sales accounts and lost bid accounts (e.g., three customer sales accounts and one lost bid account). Use the Customer Sales section of the table to report actual declines in sales. Use the Bid List section to report the loss of bids for new business due to foreign competition.

COMPANY CONFIDENTIAL

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