Invoice Definition for CARE

Below is a list of best practices and recommendations for creating an invoice with the CARE Stewardship Assessment* for California.

- The Stewardship assessment will always be calculated based on a square yard (SY) total at the current assessment amount. The SY total shall be rounded to 3 decimal points.
  - If the product is invoiced in a unit of measure other than SY the product total will be converted to SY prior to calculating the assessment.
    - To convert Square Meters (SM) to SY, multiply 1.1959 by SM quantity.
    - To convert Square Feet (SF) to SY, divide SF quantity by 9.
- The Stewardship assessment will be rounded by half adjusting, to the nearest penny.
  - Ex. \$4.564 = \$4.56
  - Ex. \$4.565 = \$4.57
- The Stewardship assessment is not taxable and will be excluded from tax calculations.
- The Stewardship assessment shall be totaled on the face of the invoice. System limitations may result in formatting variations of the invoice including, but not limited to, placement of the stewardship assessment associated with each detail line.
- All approved labels are listed below; if your invoice does not include one of these labels, your business is in violation. CalRecycle-approved labels:
  - California Carpet Stewardship Assessment
  - CA Carpet Assessment
  - CA Carpet Stewardship Assessment
  - CA Crpt Stewardship Assessment
  - CA Crpt Stwdshp Asmt

*As of January 1, 2017 the assessment is \$0.25/yd2
# XYZ CARPET MANUFACTURE

## INVOICE

<table>
<thead>
<tr>
<th>BILL TO</th>
<th>SHIP TO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joe’s Carpet Shop 123 Somewhere St, Somewhere, CA, 12345</td>
<td>Joe’s Carpet Shop 123 Somewhere St, Somewhere, CA, 12345</td>
</tr>
</tbody>
</table>

- **Invoice #**: 1234567
- **Invoice Date**: 01/03/2017
- **Customer ID**: 123456

<table>
<thead>
<tr>
<th>DATE</th>
<th>YOUR ORDER #</th>
<th>OUR ORDER #</th>
<th>SALES REP.</th>
<th>F.O.B.</th>
<th>SHIP VIA</th>
<th>TERMS</th>
<th>TAX ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/3/2017</td>
<td>MY PO</td>
<td>9876543</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>QTY</th>
<th>UNITS</th>
<th>DESCRIPTION</th>
<th>UNIT PRICE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>SY</td>
<td>Perfect Carpet</td>
<td>4.56</td>
<td>456.00</td>
</tr>
</tbody>
</table>

Sub Total: 456.00

Tax @ 10%

CA Carpet Stewardship Assessment: 25.00

Total: 526.60

### REMITTANCE

- **Invoice #**: 1234567
- **Customer ID**: 123456
- **Date**: 1/10/2017
- **Amount Enclosed**: 

---

XYZ Carpet Manufacture  
123 Dalton St  
Dalton, GA 30720  

PHONE (706) 555-0125  
FAX (706) 555-0126  
E-MAIL someone@example.com

Ver. 10/05/16

Sample – One line broadloom invoice
# XYZ CARPET MANUFACTURE
## INVOICE

**BILL TO:** Joe's Carpet Shop  
123 Somewhere St  
Somewhere, CA, 12345

**SHIP TO:** Joe's Carpet Shop  
123 Somewhere St  
Somewhere, CA, 12345

<table>
<thead>
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<th>OUR ORDER #</th>
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<th>TAX ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/3/2017</td>
<td>MY PO</td>
<td>9876543</td>
<td></td>
<td></td>
<td></td>
<td>Net 10 days</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>QTY</th>
<th>UNITS</th>
<th>DESCRIPTION</th>
<th>UNIT PRICE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>RL</td>
<td>Perfect Carpet (12’ x 125’ or 166.67 SY)</td>
<td>4.56</td>
<td>760.02</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>UNIT PRICE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sub Total</td>
<td></td>
<td>760.02</td>
</tr>
<tr>
<td>Tax @ 10%</td>
<td></td>
<td>76.00</td>
</tr>
<tr>
<td>CA Carpet Stewardship Assessment</td>
<td>41.67</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>877.69</td>
</tr>
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### REMITTANCE

<table>
<thead>
<tr>
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<th>Customer ID</th>
<th>Date</th>
<th>Amount Enclosed</th>
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<tbody>
<tr>
<td>1234567</td>
<td>123456</td>
<td>1/10/2017</td>
<td></td>
</tr>
</tbody>
</table>

XYZ Carpet Manufacture  
123 Dalton St  
Dalton, GA 30720

**PHONE:** (706) 555-0125  
**FAX:** (706) 555-0126  
**E-MAIL:** someone@example.com

Ver. 10/05/16  
Sample – Broadloom roll invoice
BILL TO Joe's Carpet Shop  
123 Somewhere St  
Somewhere, CA, 12345

SHIP TO Joe's Carpet Shop  
123 Somewhere St  
Somewhere, CA, 12345

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<td>Net 10 days</td>
<td></td>
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<th>UNIT PRICE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>SY</td>
<td>Perfect Carpet</td>
<td>4.56</td>
<td>456.00</td>
</tr>
<tr>
<td>125</td>
<td>SY</td>
<td>More Perfect Carpet</td>
<td>5.67</td>
<td>708.75</td>
</tr>
</tbody>
</table>

Sub Total 1,164.75
Tax @ 10% 116.48
CA Carpet Stewardship Assessment 56.25
Total 1,337.48

REMITTANCE

Invoice # 1234567  
Customer ID 123456  
Date 1/10/2017  
Amount Enclosed

XYZ Carpet Manufacture  
123 Dalton St  
Dalton, GA 30720  
PHONE (706) 555-0125  
FAX (706) 555-0126  
E-MAIL someone@example.com

Ver. 10/05/16
**XYZ CARPET MANUFACTURE**

**INVOICE**

<table>
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<td>9876543</td>
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<td></td>
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</tbody>
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<th>UNIT PRICE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>SY</td>
<td>Perfect Carpet</td>
<td>4.56</td>
<td>456.00</td>
</tr>
<tr>
<td>20</td>
<td>CA</td>
<td>Perfect Wood Flooring</td>
<td>20.00</td>
<td>400.00</td>
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Sub Total 856.00

Tax @ 10% 85.60

CA Carpet Stewardship Assessment 25.00

Total 966.60

**REMITTANCE**

<table>
<thead>
<tr>
<th>Invoice #</th>
<th>Customer ID</th>
<th>Date</th>
<th>Amount Enclosed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1234567</td>
<td>123456</td>
<td>1/10/2017</td>
<td></td>
</tr>
</tbody>
</table>

XYZ Carpet Manufacture
123 Dalton St
Dalton, GA 30720

PHONE (706) 555-0125
FAX (706) 555-0126
E-MAIL someone@example.com

Ver. 10/05/16

Sample – Mixed product invoice (Wood and Broadloom)
**XYZ CARPET MANUFACTURE**

**INVOICE**

BILL TO  Joe’s Carpet Shop  
123 Somewhere St  
Somewhere, CA, 12345

SHIP TO  Joe’s Carpet Shop  
123 Somewhere St  
Somewhere, CA, 12345

<table>
<thead>
<tr>
<th>DATE</th>
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<td>9876543</td>
<td></td>
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<td>Net 10 days</td>
<td></td>
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<tr>
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<th>UNIT PRICE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>900</td>
<td>SF</td>
<td>Perfect Carpet</td>
<td>1.25</td>
<td>1,125.00</td>
</tr>
<tr>
<td>1124</td>
<td>SF</td>
<td>More Perfect Carpet</td>
<td>1.33</td>
<td>1,494.92</td>
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Sub Total 2,619.92

Tax @ 10% 261.99

CA Carpet Stewardship Assessment 56.22

Total 2,938.13

**REMITTANCE**

<table>
<thead>
<tr>
<th>Invoice #</th>
<th>1234567</th>
</tr>
</thead>
<tbody>
<tr>
<td>Customer ID</td>
<td>123456</td>
</tr>
<tr>
<td>Date</td>
<td>1/10/2017</td>
</tr>
<tr>
<td>Amount Enclosed</td>
<td></td>
</tr>
</tbody>
</table>

XYZ Carpet Manufacturing  
123 Dalton St  
Dalton, GA 30720  

PHONE (706) 555-0125  
FAX (706) 555-0126  
E-MAIL someone@example.com

Ver. 10/05/16  
Sample – Two line carpet invoice (SF)
## Joe's Carpet Shop

**INVOICE**

**BILL TO**
Susie Queue  
456 Little Susie Way  
Somewhere, CA, 12345

**SHIP TO**
Susie Queue  
456 Little Susie Way  
Somewhere, CA, 12345

---

<table>
<thead>
<tr>
<th>DATE</th>
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<th>SALES REP.</th>
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<th>SHIP VIA</th>
<th>TERMS</th>
<th>TAX ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/3/2017</td>
<td>Susie Q.</td>
<td>9876543</td>
<td></td>
<td></td>
<td></td>
<td>Net 10 days</td>
<td></td>
</tr>
</tbody>
</table>

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<tr>
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<th>DESCRIPTION</th>
<th>UNIT PRICE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>35</td>
<td>SY</td>
<td>Perfect Carpet (12’ x 26’ 3&quot;)</td>
<td>4.56</td>
<td>159.60</td>
</tr>
</tbody>
</table>

**Sub Total** 159.60  
**Tax @ 10%** 15.96  
**CA Carpet Stewardship Assessment** 8.75  
**Total** 184.31

---

**Installation Date** 1/10/2017  
**Installer** Best Installer  
**Phone #** 555-555-1234  
**Thank you for your business.**

---

**Joe's Carpet Shop**  
123 Somewhere St  
Somewhere, CA, 12345  
**PHONE** (555) 555-0125  
**FAX** (555) 555-0126  
**E-MAIL** joe@joescarpetshop.com

---

**Ver. 10/05/16**  
**Sample – One line broadloom invoice (SY) - Retailer**
JOE’S CARPET SHOP
INVOICE

BILL TO
Susie Queue  
456 Little Susie Way  
Somewhere, CA, 12345

SHIP TO
Susie Queue  
456 Little Susie Way  
Somewhere, CA, 12345

Invoice # 1234567
Invoice Date 01/03/2017
Customer ID 123456

<table>
<thead>
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<th>SALES REP.</th>
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<th>TERMS</th>
<th>TAX ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/3/2017</td>
<td>Susie Q.</td>
<td>9876543</td>
<td></td>
<td></td>
<td></td>
<td>Net 10 days</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
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<th>UNITS</th>
<th>DESCRIPTION</th>
<th>UNIT PRICE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>35</td>
<td>SY</td>
<td>Perfect Carpet, Color: Blue (12’ x 26’ 3”)</td>
<td>4.56</td>
<td>159.60</td>
</tr>
<tr>
<td>44.89</td>
<td>SY</td>
<td>Perfect Carpet, Color: Blue (12’ x 33’ 8”)</td>
<td>4.56</td>
<td>204.70</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
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<th>Sub Total</th>
<th>364.30</th>
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</thead>
<tbody>
<tr>
<td>Tax @ 10%</td>
<td></td>
<td></td>
<td>36.43</td>
<td></td>
</tr>
<tr>
<td>CA Carpet Stewardship Assessment</td>
<td></td>
<td></td>
<td>19.97</td>
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<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th>Total</th>
<th>420.16</th>
</tr>
</thead>
</table>

Installation Date | 1/10/2017
Installer | Best Installer
Phone # | 555-555-1234

Thank you for your business.

Joe’s Carpet Shop  
123 Somewhere St  
Somewhere, CA, 12345

PHONE (555) 555-0125
FAX (555) 555-0126
E-MAIL joe@joescarpetshop.com

Ver. 10/05/16  
Sample – Two line broadloom invoice (SY) - Retailer
# Joe’s Carpet Shop
## Invoice

**Bill To:** Susie Queue  
**456 Little Susie Way**  
**Somewhere, CA, 12345**

**Ship To:** Susie Queue  
**456 Little Susie Way**  
**Somewhere, CA, 12345**

<table>
<thead>
<tr>
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<td>Susie Q.</td>
<td>9876543</td>
<td></td>
<td></td>
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<th>TOTAL</th>
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</thead>
<tbody>
<tr>
<td>35</td>
<td>SY</td>
<td>Perfect Carpet, Color: Blue (12' x 26' 3&quot;)</td>
<td>4.56</td>
<td>159.60</td>
</tr>
<tr>
<td>44.89</td>
<td>SY</td>
<td>Perfect Carpet, Color: Blue (12' x 33' 8&quot;)</td>
<td>4.56</td>
<td>204.70</td>
</tr>
<tr>
<td>640</td>
<td>SF</td>
<td>Perfect Wood, Walnut (20 Cases)</td>
<td>2.34</td>
<td>1,497.60</td>
</tr>
</tbody>
</table>

**Sub Total:** 1,861.90

**Tax @ 10%:** 186.19

**CA Carpet Stewardship Assessment:** 19.97

**Total:** 2,068.06

---

**Installation Date:** 1/10/2017

**Installer:** Best Installer

**Phone #:** 555-555-1234

Thank you for your business.
## BILL TO
Susie Queue  
456 Little Susie Way  
Somewhere, CA, 12345

## SHIP TO
Susie Queue  
456 Little Susie Way  
Somewhere, CA, 12345

**Invoice #** 1234567  
**Invoice Date** 01/03/2017  
**Customer ID** 123456

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<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>315</td>
<td>SF</td>
<td>Perfect Carpet, Color: Blue (12’ x 26’ 3” or 35 SY)</td>
<td>.51</td>
<td>160.65</td>
</tr>
<tr>
<td>405</td>
<td>SF</td>
<td>Perfect Carpet, Color: Blue (12’ x 33’ 8” or 44.89 SY)</td>
<td>.51</td>
<td>206.55</td>
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<tr>
<td>640</td>
<td>SF</td>
<td>Perfect Wood, Walnut (20 Cases)</td>
<td>2.34</td>
<td>1,497.60</td>
</tr>
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</table>

Sub Total 1,864.80

Tax @ 10% 186.48

CA Carpet Stewardship Assessment 20.00

Total 2,071.28

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Installation Date 1/10/2017

Installer Best Installer

Phone # 555-555-1234

Thank you for your business.