

## **Sales Reporting Requirements**

It is the intention of Battelle to gather data regarding all window products sales originating from the volume purchase program website ([www.windowsvolumepurchase.org](http://www.windowsvolumepurchase.org)) for the DOE High Performance Windows and Low-e Storm Windows Volume Purchase Program. This will include all future sales between the Contractor and any buyer originating from the volume purchase program website for the duration of the program. The Contractor will assume all responsibility for reporting those sales to Battelle.

These sales should be reported to Battelle using the contact information given below at no later than the 10<sup>th</sup> business day of each month. These reports will be used to convey information to the Department of Energy in order to assess the overall effectiveness of the Volume Purchase Program. Reports shall include, at a minimum, the following:

1. Total aggregate number of windows, low-E storm windows, and patio doors sold by the contractor through the Volume Purchase Program (i.e the program website).
2. Total sales amount of windows, low-E storm windows, and patio doors sold by the contractor through the Volume Purchase Program.

In addition to the above required information Battelle will request the following information:

3. Total aggregate number of windows, low-E storm windows, and patio doors sold by the contractor from all sources including the Volume Purchase Program.
4. Total sales amount of windows, low-E storm windows, and patio doors by the contractor from all sources including the Volume Purchase Program.

PNNL will work together with the Contractor to determine what requested information, if any, would be deemed appropriate. Specific sales information from any individual Contractor will not be shared with anyone outside of DOE, although aggregate sales (i.e., total number of windows and total number or square footage of low-e storm windows) resulting from the volume purchase program may be made public on the volume purchase website.

### **CONTACT INFORMATION**

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