



Requirement for Companies Holding Chain of Custody Certification for FSC and/or PEFC

Requirements prior to entering into an agreement with Crest Nicholson

Before Crest Nicholson can enter into an agreement with your company, you must provide evidence demonstrating that you are certified under the Forest Stewardship Council (FSC) and/or the Programme for the Endorsement of Forest Certification (PEFC) schemes and that you fully comply with Chain of Custody invoicing requirements. This ensures that only certified timber is used on Crest Nicholson sites.

Crest Nicholson will not enter into an agreement without verifying the following information:

Required evidence prior to agreement

Requirement	When evidence is due
1. Valid Chain of Custody certificate(s) in your company (or your parent company) name. The certificate must be for the type of certified timber you are supplying.	Before contract agreement.
2. Example copy of completed invoice or application for payment to Crest Nicholson for timber products and services that correctly meets FSC and PEFC requirements. Crest Nicholson will be looking for: a. Your Chain of Custody number on the invoice, b. A clearly itemised list of certified timber products.	
See examples of correctly completed invoices below. We require this evidence to ensure you are satisfying FSC and PEFC Chain of Custody invoicing procedures. This ensures proper Chain of Custody is maintained.	

Requirements by Crest Nicholson for applications for payment or invoices

To ensure timely payment for your products and services, your invoice or application for payment must be correctly completed. Failure to provide the required information may delay your payment. The following information must be present:

1. Your company's unique Chain of Custody certificate number
2. A clear indication of which products are FSC/PEFC certified. This can be done by:
 - a. Stating the Chain of Custody certificate number and the appropriate FSC or PEFC claim/label (e.g. FSC Mixed Sources, FSC 100%, FSC Mixed 70%) next to each timber product.
 - b. Providing an encompassing statement somewhere on the invoice such as "All products itemised on this invoice are FSC certified under certificate xx-COC-000000."
 - c. Linking the listed timber products through a footnote system to your Chain of Custody, which features on the invoice.
3. Invoice or application for payment must be addressed to Crest Nicholson.

Participating in Crest Nicholson's annual timber audit

Crest Nicholson conducts an annual audit of its timber supply chain to ensure compliance with its sustainability commitments. Supplier participation is mandatory.

Requirements for the annual timber audit

You must fully complete the Timber Audit Questionnaire sent to you by Crest Nicholson. The questionnaire will include up to 3 tabs you need to complete, including:

- Basic company information.
- Details on your environmental, social and supply chain policies that help mitigate deforestation risks.
- Specific data on timber products supplied to Crest Nicholson in the previous Financial Year (1st November to 31st October), including:
 - Product type (e.g., doors, staircases, roof batten, etc.),
 - Volume (m³) of timber supplied,
 - Timber species and country of origin,
 - Certification scheme (FSC or PEFC).

You may also be required to provide:

- Copies of invoices or applications for payment submitted to Crest Nicholson for timber-related goods,
- FSC or PEFC certification documents,
- Environmental, social or supply chain policies.

Audit timeline

The annual audit typically takes place in spring.

You will receive a request to participate along with the Timber Audit Questionnaire, which must be completed and returned by the date outlined, along with any required evidence.

Failure to comply with these requirements may affect your eligibility to continue supplying timber to Crest Nicholson.

Example of a correctly completed invoice:

 Remarkable Pencils Ltd, The Remarkable Factory, Midland Road, Worcester, WR5 1DS
Tel: +44 (0) 1905 769 999 Fax: +44 (0) 1905 769 300 sales@remarkable.co.uk

01987 Paul

Ideasbynet
Kings Croft
Savage Lane, Dore
SHEFFIELD
S17 3GW

Invoice

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Invoice Number	Invoice Date	Account Number	Reference	Sales Order Ref
24639	06/02/2008	IDE002	50825	50815

Product	Description	Quantity	Unit	VAT	Price
02WIBPEN85C1	The following as ordered by Ryan * using your order No. IBN-112880 FSC Sustain Pen Pen made from 100% FSC certified timber under Chain of Custody Code: TT-CoC-002320, with chrome trim. Artwork design can include the FSC/CoC details as certification. Printed One Colour Barrel	500	£0.800 / Each	S	£400.00
	Origination Charge	1	£25.000 / Each	S	£25.00
	Standard Carriage	1	£7.180 / Each	S	£7.18

The company clearly notes what type of certification scheme the product is covered by.

Where products are described as FSC they have been certified under Chain of Custody No. TT/COC/1509 Paper content in these products has a minimum of 25% FSC, the balance is recycled paper. Colouring pencils are 100% FSC timber.

The company has noted their unique Chain of Custody (TT-COC/1509) and highlighted the link to the products listed above.

Note: Crest Nicholson **will not** accept an invoice that only gives your company's Chain of Custody number. You must link this statement to the products that it covers in the invoice.

PAYMENT TERMS
NETT 30 DAYS FROM DATE OF INVOICE

Despatch Address:
Nobel Fire Systems - Ben Parker
Unit 6 Southgate Industrial Estate
Green Lane
HEYWOOD
Lancashire
OL10 1ND

VAT Breakdown		Invoice Value
Goods		£432.18
S	£432.18 T1 @ 17.50%	£75.64
Total Invoice Value		£507.82

Registered in England No 3164442 VAT Registration No 697 096 084

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CONFIDENTIALITY

INVOICE

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The invoice is
addressed to
Crest Nicholson.

Note No: 66800

Crest Nicholson Eastern
Crest House - Room 114
PO Box 262
Chertsey
Surrey
KT16 6AY

Invoice No.	64649
Invoice/Tax Date	23/01/2013
Cust. Order No.	1251381
Account No.	CRESTNIC

Quantity	Details	Unit Price	Net	VAT
	Plots 32-38 Inc			
56.0000	47 x 200 x 3000mm (nom) C16 Sawn Softwood#			
14.0000	8mm OSB Board*			
42.0000	38 x 50 x 2400mm (nom) Sawn & Treated Softwood#			
140.0000	47 x 100 x 2400mm (nom) Sawn & Treated Softwood#			
1.0000	Breather Paper 100M2 Roll			
28.0000	18mm 2440 x 1220 Structural Sheathing Plywood*			
280.0000	28 x 95mm (fin) PAR Treated Softwood#			
280.0000	28 x 45mm (fin) PAR Treated Softwood#			

The symbols illustrated here link
to the Chain of Custody detailed
in the footnote below.

* Denotes FSC Mix 70% : TT-COC-
Denotes 70% PEFC Certified : BMT-PEFC-
^ Denotes Forest Products 70% Certified Material : BMT-COC-

ROSEWOOD PARK
SEVERALLS
MILL ROAD
COLCHESTER
CO4 5HG

The company has noted their unique Chain of Custody
(TT-COC-XXXX & BMT-PEFC-XXXX) and shown a
clear link to the products listed above using symbols.

NB: Crest Nicholson will NOT accept an invoice that
only gives your company's Chain of Custody number.
You must link this statement to the products that it
covers in the invoice.

Terms : NET MONTHLY ACCOUNT. Full Terms and
Conditions of Sale and Supply are available upon request.