



PACIFIC LUMBER INSPECTION BUREAU



MONTHLY SHIPMENT AND SERVICE REPORT FOR WPM & HT SUBSCRIBERS

This Report is due every month unless prior arrangements are made with the PLIB office.

Service month and year: _____

Company/Facility Name: _____

Report completed by: _____
please print name

PART A. (Required) SERVICE AND STAMP USAGE

Did the facility use any PLIB or WCLIB stamp(s), stencils or certificates **and/or** receive a supervisory inspection visit during the month? (please check one)

YES.

NO. Our stamps/stencils/certificates have been locked up by a PLIB Supervisor or have been turned in and I did not receive a supervisory inspection visit this month.

NO. We use ink jet stamps but we did not use them this month.

PART B. (Required) VOLUME OF LUMBER SHIPPED

Please report the total board footage of lumber shipped for this reporting month. If you had no shipments to report, kindly show "NONE" or "0". Some facilities that did not use their stamps may still have shipments to report.

HT Only (lumber with only an HT stamp) _____ bd ft.

IPPC stamped Packaging/Dunnage _____ bd ft.

PART C. (Optional) VOLUME OF HT LUMBER PURCHASED

You may choose to report the total board footage of HT stamped lumber you purchased this month. This will be used to complete the WPM and/or HT Survey and can be sent to both your inspector and the office.

HT Lumber Purchased: _____ bd ft.

In order to assure timely and correct billing, **please return this form by the 10th day of each month.** Section 3.12 of the PLIB Service Fee policy regarding delinquent shipment reports and credit memos is printed on the back side of this form. **Questions? Call 253-835-3344 or email: info@plib.org**

Please return your form by mail, fax or email to: Pacific Lumber Inspection Bureau
909 S. 336th St., Suite 203
Federal Way, WA 98003
Fax: (253) 835-3371
[Email: info@plib.org](mailto:info@plib.org)

Excerpt from the Pacific Lumber Inspection Bureau Service Fee Policy:

3.1.2 Reporting Volumes

For volume-based dues, facilities shall submit a copy of their shipment report each month to the PLIB office. PLIB will in turn use the monthly shipment volumes to determine the correct dues for each facility.

PLIB Members and Subscribers must provide volume declarations in a timely manner. Correct invoicing for monthly service charges rely on the timely return of the monthly shipment report and it is the responsibility of the member/subscriber to return their shipment report by the due date shown on the shipment report form.

3.1.2.1 Failure to Report Volumes

In the event a facility fails to submit a monthly shipment report, PLIB shall estimate the monthly shipment volume using a formula determined by the Board of Directors.

Note: for programs with volume-based dues the current formula is 1.3 times the highest monthly shipment volume reported over the previous 18 months. The multiplier shall increase to 1.5 for shipment reports more than 3 months delinquent. If the facility has no reportable shipments for the previous 18 months, the dues will be assessed at the rate applicable for active facilities at the minimum volume level.

Failure to report shipments for more than six months may result in disciplinary action that could include warning, suspension or termination of service. Such matters will be reviewed by the Executive Committee or Board of Directors.

3.1.2.2 Credit Memos for Missing Shipment Reports

Credit memos will not be issued for any invoice where the shipment report is more than 30 days past due.