

Instruction Sheet for Recordkeeping Template: Market Load List & Sales Record

This recording table was designed to capture the amount sold and income of each crop for each market a farmer participates in. This table captures the total weekly income for each market.

Farm Name: Name or location of your farm

Market : Name or location of the market where you are selling your vegetables. If you are selling your vegetables to a buyer or an institution rather than a market, you should record the name of the buyer or institution here.

Market Date: Date when the farmer went to the farmers' market, or date the farmer sold vegetables to the buyer.

Crop or Product: Name of the fruit or vegetable.

Measurement Unit: Description of one unit of the crop being sold at the farmers' market or to the buyer. This can be anything from bunch, tray, box, etc.

For consistent recording purposes, you may want to weigh all your units in pounds. You may also want to weigh several units to obtain the average pound(s) per unit to calculate the total pounds brought to market, sold, and left over. You may want to record the average weight of the unit here.

For example, after measuring several trays, you calculated that an average tray of green beans is 2.5 lbs. From all the green beans you harvested, you assembled and sold 100 trays of green beans. From these numbers, you can calculate that you harvested and sold approximately 250 pounds of green beans.

Amt Brought to Market: Amount of each unit that was loaded in preparation for the market.

Amount Leftover: Amount of each unit that was left after the market closed for the day or weekend.

Amount Sold: This can be (Qty to Market) – (Qty Leftover), or the actual number of units sold tracked by the farmer or seller.

Price per Unit: Dollar amount of each unit. This should capture the initial starting price per unit. If price per unit changes, this information should be captured in the "Notes" section.

Income: This can be (Qty Sold) x (Price per Unit), or the actual total dollar amount for each crop sold tracked by the farmer or seller.

Notes: Any important activity that should be captured in the table but was not. For example, if the farmer reduced the price per unit during the last 30 minutes of the market and had 10 units left, then the note should reflect that 10 units were sold for the lesser amount.

Total: Sum up all income for all crop/product and write in the total income for that date

This form can be used as a daily record or for the week, whichever works best for your records. Total weekly income is important in determining income for many financial statements and preparing a Schedule F.

