



**Consumer  
Affairs**

DEPARTMENT OF CONSUMER  
AFFAIRS (DCA) LICENSING CENTER  
42 Broadway, Lobby  
New York, NY 10004  
nyc.gov/dca | @NYCDCA

NYC SMALL BUSINESS  
SUPPORT CENTER  
90-27 Sutphin Blvd, 4th Floor  
Jamaica, NY 11435

## Special Sale Inventory

Please complete the form. **Note:** If you have merchandise on order which you have not received by the date you submit this form, you must add an “**on order**” note in the Purchase Date column for that merchandise. For each “on order” entry, you must submit a letter from the supplier indicating that the order is “non-cancellable.” Attach additional papers as necessary.

<b>Legal Name of Business (Applicant):</b>	
<b>Business’s Trade or Doing-Business-As (DBA) Name, if applicable:</b>	
<b>Business Address:</b>	

	Purchase Date	Supplier’s Name and Address	Description of Goods	Quantity		Cost Per Unit
				Previous	Present	
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						
<b>TOTAL:</b>						