

Co-Packing/ Private label

New Item Check List

4 Easy Steps

1. New product assessment
2. Review Steps Leading to Order
3. Fill out New Item Check List
4. Run order

New Product Assessment

- What product is it?
- Anticipated volume?
- Production vs Homemade?
- How will it be packaged?
- What stage of development is it in?
- Who is target customer?
- Business plan?
- Distribution channels?
- Does product require any claims, organic, local.....?
- Label requirements, Label status, Label lead times?
- Company's other products?
- Require storage?
- Vendor for raw materials and packaging?
- Target price?
- Special handling?

Steps Leading to Order

- Complete Credit Application
- HPC Non-Discloser Agreement
- Review recipe and ingredients (include compound ingredient)
- Deposit required to sample \$1000 (50% refundable on first order). In some cases deposit does not include ingredient cost for sample run.
 - Sample size 5 to 25 pounds
 - Customer must be present at HPC during sample run.
 - Samples must be marked “not for sale” and cannot leave HPC without labeling.
 - Sample orders larger than 25 pounds must be treated as an order with full Labeling
- If possible quote product before sampling
- Review Potential Additional Charges
 - Label creation \$100
 - Artwork \$200/Hr.
 - Label review and submission \$50
 - Recipe development \$500
- New Item Check List must be filled out and signed off before sample

New Item Check List

All blanks must be filled out

Project Name: _____

Company Name and Address _____

Company website _____

Contact Name _____

Phone _____ fax _____ email _____

Product Name:

Product Description: _____

Estimated order size _____ Order frequency _____ Volume/mo. _____

Packing requirements and count (product, pack size, outer packaging, labeling)

Signed credit application _____ Signed NDA _____ Deposit \$ _____

Review recipe, ingredients, and process _____

Raw material suppliers _____ Packaging supplier _____

FOB _____ Storage _____

Label provided _____ Art work provided _____

Name on label _____

Ingredient list _____

Claims _____

Approved and Documented Cooking
instructions_____

USDA Bug_____UPC code_____

Package size and weight_____

Submitted to USDA_____

Product Quotation Provided_____

Fees Quotation Provided_____

Sample Size Required_____ Sample Run Date_____

Sign off	Date
Customer _____	
HPC Production _____	
HPC Label _____	
HPC Sales _____	