**CO-PACKING WITH PEMBERTON’S GOURMET FOODS 2023**

Thank you for inquiring about contract manufacturing and packing with Pemberton’s Gourmet Foods. The following is a basic outline of the process from recipe to market, which is divided into 4 phases.

We specialize in manufacturing and packing hot-fill products in these categories:

* Pasta Sauces
* Salsas
* Barbecue Sauces
* Preserves, Jams, Jellies
* Dessert Toppings
* Marinades and Grilling Sauces
* Asian Sauces\* (depending on ingredients)
* Fruit Spreads/Conserves
* Mustards, Relishes, Condiments
* Pestos, Tapenades, Chutneys
* Cocktail Beverage Mixes (ex. Bloody Mary Mix)

**PHASE 1**

At the first inquiry for co-packing products within the groups listed above, we ask you to complete the **New Client Information Form** (available at [www.pembertonsgourmet](http://www.pembertonsgourmet)foods.com.)

We then send you a **Mutual NDA** and a **Schedule of Fees**, to acquaint you with the fees and costs that may be involved.

Once both parties have signed the Mutual NDA, we request:

1. A copy of your recipe
2. Standard operating procedure/cooking method
3. Process reviews if you have them.
4. Nutritional Panel and Ingredients List if you have them
5. The size and type of retail package
6. (2) Control Samples of each recipe

These documents and samples are brought to the next R&D Meeting for our team to review. The R&D Team consists of our In-House Chef and Co-Owner, R&D Chef, Production Manager, Quality and Food Safety Manager, Supply Chain Manager and Sales Project Manager.

We will discuss the cooking method, the compatibility of that with our equipment, the ingredients and whether they are items for which we have approved suppliers, the type of packaging and whether our capping and labeling machines will conform to the container.

**Note**: If your recipe calls for specific ingredients that Pemberton’s does not typically stock or order, those items will need to be purchased and owned by you. In addition, certain quality and food safety documentation will be required from the supplier.

The same is true of your desired packaging. If it is not a jar, bottle, plastic gallon, or pail that we readily source, you as the client will purchase and own the containers you prefer to use.

*These conditions are stated as an addendum on the Schedule of Fees.*

If the R&D team agrees that this is a product and project that we can produce, you will receive a **New Customer Application** to fill out and return. We will also request a signed **IRS** **W9 form** and a copy of your **Resale Certificate or Tax-Exempt Certificate**. Our Finance Team will review your application and determine credit terms.

**PHASE 2**

1. Our R&D Chef will make your recipe and produce a **Benchtop Sample**, at $300 per SKU. If recipe development is required, this may cost up to $1250, which allows for 6 hours of lab time, and creating up to 3 versions of a recipe.
2. Samples are sent to you for approval.
3. Once approved by you, we scale up the recipe, and send to Finance for a costing template.
4. We will arrive at a tentative per unit price to present to you. If you agree to the per unit price, and to FOB terms for pickup of finished product, we move to Phase 3.
5. As the customer you are responsible for providing your own labels. If needed, Pemberton’s can refer you to a label design and manufacturing company who can work with you to create your unique label.

**PHASE 3**

1. We submit a **Trial Half Batch Proposal** which includes all the costs of the trial run. Once the proposal is agreed upon, both parties sign. The cost of the Trial Production is a one-time fee. Please refer to the Schedule of Fees.
2. We schedule the Trial Half Batch Production, making sure that all ingredients, packaging, and labels will be in-house. You as the customer will be on-site for this production.
3. If Process Reviews are needed, the samples for those will be taken from this trial run.
4. If Shelf-Life Analysis is needed, the samples for that will be taken from this trial run.
5. In the cases where a Process Review is needed, the finished product cannot be shipped until the results of the process reviews are received.
6. Customer must arrange for delivery/shipment of finished product within 2-5 days after production (or after process reviews are received).

**PHASE 4**

When you need additional stock, you will contact Pemberton’s and let us know how much you would like to produce and when. The production will be scheduled, and you will be invoiced for your price-per-unit, times the number of units produced.