

## Table Rock Tea Company Co-Packing Agreement, 2022

As a small company growing and manufacturing our own products, we have certain capacities and limitations on what we do for other companies. Our specialty is helping smaller companies grow from cottage into medium-sized markets, and our sincere hope is that you will outgrow our services! With that in mind, please read, **initial each section**, and sign below:

\_\_\_ Communication! We want to do your job correctly and on time. That requires us to clarify questions that come up along the way. Since we live on the premises, we will often run jobs early in the morning and/or late at night depending on our schedule. If you get an email or text from us, please reply promptly regardless of regular business hours – it usually means we need your input to be able to move forward on your project.

\_\_\_ Once we are in a processing relationship, we will set you up with a Google Doc to keep track of all materials. We require prior notice via the Google Doc of **anything** you plan to send to us **before you ship!** Please **wait for our confirmation on the Google Doc** before shipping us anything! This protects you from shipping something when we are not here to receive or process it. It also avoids confusion as we get multiple shipments of similar ingredients earmarked for several different companies at the same time. Changes to the Google Doc mid-project may result in admin fees and/or delays.

\_\_\_ You are solely responsible for confirming that your ingredients are FDA approved for ingestion. Do not send us ingredients that are not approved by the FDA for ingestion.

\_\_\_ **WE ARE NOT “CERTIFIED ORGANIC.” WE DO NOT PACKAGE DIETARY SUPPLEMENTS OR PRODUCTS THAT STATE MEDICINAL CLAIMS ON THE FINAL PACKAGING. WE DO NOT PROCESS ANY HEMP or CBD PRODUCTS.** You are solely responsible for the legality of your labels and claims. For your own protection, please be familiar with the State and Federal laws that may apply to your product.

\_\_\_ Good Faith Grown® is an excellent alternative to organic labeling. Check out the program at [www.GoodFaithGrown.com](http://www.GoodFaithGrown.com)

\_\_\_ All jobs are processed in the order in which they are “received in full.” We are well known for fast turnaround and we try to get jobs done as quickly as possible by eliminating production gaps. This means that if we have to wait on ingredients or if you change an order, your job may be bumped by another whose ingredients and orders have been received in full. Once your items are received in full, we will contact you with an expected processing timeframe (in general, we try to turnover jobs within 2 weeks of receiving them, but this is not guaranteed). If you do need your project **expedited**, we can usually work with you, but there is a 25% upcharge for expedited services or for reserved weeks.

\_\_\_ Once jobs are processed, they will automatically be shipped back to you. We do not drop ship to your individual customers (we are not a fulfillment center). Unless specified, return shipping will be uninsured, at your own risk, to save you cost. Large jobs requiring palletized freight may be arranged upon our mutual agreement (these are usually best when shipping over 100lb).

\_\_\_ For larger jobs and/or regular clients (those who use us for co-packing at least once every 3-4 months), we will provide one free shelf (47” wide x 23” deep x 17” tall) in our storage area for your extra overflow materials between runs. Any additional space required will incur a prorated per diem rental fee, starting one week after the first overflow occurs and ending when the entire run is return shipped. Please also understand that **we do not track your inventory!** You are responsible for keeping up on your raw ingredients and supplies needed to fulfill your jobs (this is the purpose of the Google Doc). If you feel you must have us inventory your items, we will charge timed admin fees.

\_\_\_ We can pack counted sachets into hard cartons or collapsible pouches, calculated per piece by an hourly rate. That said, we cannot store hard containers beyond a single run (they take up too much space).

\_\_\_ Explanations of key service charges you may see on your invoice can be found on our co-packing **FAQ** page link at [www.tablerocktea.com/tea-co-packing](http://www.tablerocktea.com/tea-co-packing).

\_\_\_ Service prices are subject to change. We will not change prices mid-run, but please always check current pricing for services posted at [www.tablerocktea.com/tea-co-packing](http://www.tablerocktea.com/tea-co-packing) prior to beginning a run!

### **How do you know when you've outgrown our services?**

There's no hard and fast rule, but if you're at the point where you're sending us 250 lb. (per SKU) to be blended, 1500 pouches (total) to be filled, or 15,000 sachets (total) to be bagged you're probably at the minimums of other full service co-packers. We have great working relationships with several of them and will be happy to make introductions when that time comes.

If you do have specialty requirements that don't fall within these guidelines, please feel free to talk with us about them. We do have flexibility and we can customize our services, but we need to come to a mutually agreeable understanding beforehand.

Thanks for your business and we look forward to helping you succeed!

I, \_\_\_\_\_, representing \_\_\_\_\_,  
(Print your name) (Company Name)

have read, understood, and agree to the co-packing guidelines presented above.

\_\_\_\_\_(Signature) \_\_\_\_\_(Date)