

Table Rock Tea Company Co-Processing Agreement

This is not a contract, but rather a letter of mutual understanding as we enter into a working relationship together. As a small company growing and manufacturing our own products, we have certain capacities and limitations on what we can and cannot 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 and sign the following:

-We will need prior notice via phone, text, or email of any shipments you plan to make to us before you ship them. Please wait for our confirmation before shipping! This is to protect you from shipping something when we are not here to receive or process it. Once confirmation is given and you have shipped, please send us all tracking numbers (we receive a lot of packages from many suppliers and don't want to risk confusing your ingredients with someone else's)

-Please allow at least 3-5 business days for us to process your job once received. We are well known for fast turnaround and we do try to get all jobs done as quickly as possible.

-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 USPS uninsured, at your own risk, to save you cost.

-For longer, bigger jobs and regular clients, 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 after a run is fulfilled will incur a rental fee of \$1/shelf/day. We do not track your inventory! We will tell you how much you have left of each ingredient after processing, but you are responsible for keeping up on your raw ingredients and supplies needed to fulfill your jobs.

-We do not apply labels – the cost for our time would not be worth it for you. 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.

-How do you know when you've outgrown our services? There is no hard and fast rule, but if you are getting to the point where you're sending us 250 lb. jobs for one SKU, you are close to the minimums of other full service co-packers.

-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-processing guidelines presented above.

_____(Signature) _____(Date)