

## Table Rock Tea Company Co-Packing/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, initial each section, and sign below:

\_\_\_ We require 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 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. Once confirmation is given and you have shipped, please tell us what specific items to expect and the weights of each item.

\_\_\_ For regular size jobs (up to 300lb total), please allow at least 5 business days for us to process 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. Large jobs requiring palletized freight may be arranged upon our mutual agreement.

\_\_\_ For longer, bigger jobs and 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! 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 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).

\_\_\_ An explanation of some key service\* charges you may see on your invoice:

“R&D/Admin.” This is our catch-all for anything out of the ordinary that requires a significant amount of extra time. It applies to product development when we are working with a client on formulating from scratch and testing. It also applies to overage of time running calculations, weight verifications, and conversations as ingredients come in from multiple origins, in multiple formats over an extended period of time (for example: if some packages have weights and others don’t, we have to sort through everything to see what we actually have, then run the formula percentages several times as missing or extra pieces come in, etc).

“Setup” fees. Every machine we use has a setup per sku to cover cleaning between recipes so one doesn’t cross into or contaminate another. This is especially true of Certified Organic runs.

“Gussets.” This is our ‘at cost’ price for heavy mil bulk bags.

“Jarring.” This typically applies to powders being weighed and filled into jars with sealed lids. Jarring includes sealing the lids and placing a lot sticker on each jar.

“Cartoning.” This typically applies to counting and packaging a set number of sachets into final packaging, sealing the package, and placing a lot sticker on each package. A separate labeling fee may apply depending on your package specifications.

### For Our Certified Organic Clients:

\_\_\_ To make co-processing of organic products as easy as possible we need your assistance in ensuring documentation is in place for all organic production runs. This allows us to streamline the approval of your product with our organic certification agency and keeps us in compliance with the USDA National Organic Program regulations. Below is an outline of what we need from you to produce a certified organic product.

- **Recipe or Product Profile for each product.** We measure ingredients in grams and having your recipe list each ingredient by weight ensures consistent quality and provides us the information we need for our certifier to approve your product.
- **A current (issued within 12 months) organic certificate for each ingredient in your product.** The Product Summary or Client Profile page of the certificate should identify each ingredient supplied by the certified farm or handler.
- **Color copies of all labels.** The organic labeling requirements can be found in 205.303 of the USDA National Organic Program regulations. Clemson University is our certifier so under your producer identification statement you will list the statement “Certified Organic by Clemson University” [https://www.ecfr.gov/cgi-bin/text-idx?SID=93b4d5630450f384fd71ae9b7d131734&mc=true&node=se7.3.205\\_1303&rgn=div8](https://www.ecfr.gov/cgi-bin/text-idx?SID=93b4d5630450f384fd71ae9b7d131734&mc=true&node=se7.3.205_1303&rgn=div8)  
**DO NOT PRINT ANY LABELS BEFORE THEY ARE APPROVED!!**
- **Receiving documentation.** If you ordered and received the ingredients, we need a copy of the packing slip or invoice for each ingredient.
- **Agreement of Fees.** All new certified organic products (including same blends in differently labeled packages and/or formats) will incur a one-time fee per product to cover initial administration. In addition, all certified organic product runs will incur a surcharge percentage on our normal pricing schedule for services.\*

We appreciate your help in making organic certification for your products as streamlined as possible.

\_\_\_ 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. per SKU, you are close to the minimums of other full service co-packers. We have a great working relationship 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-processing guidelines presented above.  
\_\_\_\_\_(Signature) \_\_\_\_\_(Date)

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