

105 Mitcham Cir
Tiger Ga 30576



CO-PACKING SERVICES
INFORMATION PACKET

Michael Houston
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We have the ability to help you develop and produce your own unique food product!

Hillside's Current Capabilities include:

- * Hot Fill-product temp at Filling 180° or greater
- * Wet type products (i.e., BBQ Sauce, marinades, mustards, Pasta Sauce, Salad dressing, salsa, relish, etc.)
- * Jams & Jellies
- * Simple Dry Rubs & Spice Mixes
- * Retail-size Glass and limited plastic
- * Institutional size plastic containers (Gallon Jugs & 2 Gallon Pails)
- * Can work with:
 - Chef & Restaurant signature products
 - Grower's Value Added products
 - Entrepreneurs's secret recipes
- * Friendly Minimums
- * Free pH testing & Preliminary Quotes

Food Safety Certification:

We are Currently Certified by the:

- *FDA
- *Georgia Dept of Agriculture
- *HAACP Certified
- *All of our Managers are certified by Better Process Control School

We are recognized Co-Packers under:

- *Georgia Grown
- *Certified South Carolina
- *Got to Be NC
- *Fresh From Florida
- *Jersey Fresh

What is the First Step?

Contact us to see how we can help. We will set up an appointment to meet and discuss your product. We ask that you send in a sample of the product for testing and we will be happy to discuss the different options available to you at this time.

How much does it cost to bottle my product?

There are a variety of factors that determine the cost including ingredients, container, fill weight, kettle yield and so on. In order to give you an accurate quote, we must see your recipe. We will provide you with a Non-disclosure Agreement, which you are free to have your attorney to review.

What is the time frame for getting product produced?

There are many factors that affect time frame for getting a product bottled, including: recipe development, label design/printing, ingredient sourcing/availability and the production schedule. Therefore, the journey of each recipe, from concept to bottle, is unique.

Do we require a production formula?

We do ask that the recipe is in volume measurements. We also ask that all products be brand specific. We will determine if a specific brand must be used or if the ingredient can be substituted. We offer limited product development services at a reasonable price in order to help convert your home or restaurant recipe to a production batch.

What is the minimum first run?

A minimum first run (test batch) is 1/2 batch of product per recipe. This run can vary between 25 gallons to 40 gallons depending on the product run.

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Step 1: Contact us at Hillside Orchard Farms (HOF)

- a. HOF will email you a copy of the Co-packing intro packet or it can be accessed via our website
- b. Fill out the questionnaire and the Non-disclosure Agreement (NDA) available on our website or contact our office and we can email one to you.

Step 2: Preliminary Evaluation

- a. Sign NDA and return to michael@hillsideorchard.com with questionnaire
- b. Send 2 samples of product to HOF for testing.
 1. Please include sample of packaging for desired packaging for final product, or the approximate size of your desired final product.
 2. HOF performs a FREE pH test to confirm that the product has a pH less than 3.8.
 3. HOF determines if the product is compatible with production equipment.
- c. Send Recipe to HOF
 1. Include Ingredients specifications-brand, type, characteristics (minced, dried, frozen, etc)
 2. Include all ingredients measured out by volume. Please be precise!
- d. HOF will provide a FREE preliminary price quote on a Standard recipe.
- e. Send signed preliminary quote back to HOF.
- f. Meet with co-packing specialist & take a plant tour.
 1. Discuss and decide upon ingredients and packaging options
 2. Tour Facility

Step 3: Test Batch

- a. Plant costs (\$500 non-refundable) and 50% of product cost must be prepaid before test batch is initiated.
 1. All product produced will be invoiced at per case cost in addition to the non-refundable plant cost fee.
- * Note: Lower fees apply for additional similar items and for repeat business (HOF disgression)
- b. HOF produces a 25-40 gallon test batch of your product. During the test batch process, we ask that you be present to verify the final product. No one knows your product like you do!
 - c. HOF retains 2 bottles for testing internally and by an external lab.
 - d. If you are not available during test batch, you will be responsible for entire batch cost- no returns.
 - e. No recipe changes can be made without customer present.

Step 4: Product Information Created:

- a. HOF does internal and external testing on product for safety and products can be sent to state if requested.
- b. HOF will do all product analysis to create ingredient statements, nutritional, allergens, and net weight declaration.
- c. Customer can request any of or all of the product analysis to be emailed to them at this time. This includes ingredient statements, nutritional info, allergens, and net weight declaration for label creation.

Step 5: Label Compliance Review

- a. HOF can help in creating a label at additional costs.
- b. If Customer wants to produce their own labels, HOF must approve label prior to application.
- c. All labels applied by HOF must conform to our Standards (rewind 4, 3" Core)
- d. If product is requested unlabelled.- Unlabelled product guarantee must be signed.
- e. Once Label is decided label will be applied to product.
- f. There is a \$2.00 per label/per case hand labeling fee if labels cannot be applied by our equipment.

Step 6: Product Shipped

- a. Invoice is issued for balance of product and once it is paid. Product is released for pickup/delivery.
- b. All Shipping is FOB Tiger GA
- c. Warehouse Fee is instituted after 30 days, After 90 days product is considered abandoned and disposed of.

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Packaging

While there are endless available options, Hillside Orchard Farms will help guide you through the process of choosing the right packaging for your company's brand and product. If you are interested in packaging that is not a standard stock item, HOF can obtain packaging that better fits your needs, whether it is a different sized container, custom color cap, or a custom neckband.

Note: Special packaging generally requires longer lead times, minimum orders, and extra charges. Clients will be responsible to prepay for any unique packaging requests prior to production.

Containers

The container sets the tone for your product. Along with industry standards, HOF can help you choose a shape and size that is appropriate for your product. Below is a Chart of Jars Currently stocked at HOF. Special ordered Jars must be in Pallet quantities, and Cost of jars and warehousing will occur.

125 ml Composite (4oz Jelly)	375 mL Flask
5oz Jelly (11.5)	16 oz Decanter
8 oz Jelly (tapered)	16 oz Mayo
9 oz Straight Sided	16 oz Decanter (plastic)
8 oz Spice Shaker (plastic)	750 mL Berdeaux
12 oz Ring Neck	32 oz Mayo
12 oz Hex Jar	32 oz Bar Mix
12 oz Stout	64 oz Finger Ring
12 oz Mayo	128 oz Finger Ring
375 mL Composite	128 oz Industrial Rounds (Plastic)
2 Gallon Pails	

Neckbands

For both bottles and Jars of all shapes and sizes, a neck band is a simple way to add safety and perceived value to your product. HOF will include these on all products, on anything that does not have a fluted neck a clear band is applied. On any fluted neck container a choice of color is available.

Caps & Lids

HOF stocks either Gold metal CT or Plastic black caps for all the containers that we supply. Special order can be purchased at customers expense. Any special ordered packaging must be prepaid and may be assessed warehousing charges.

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Labeling

The label is the finishing touch on the packaging of your product. It can draw in potential consumers, enticing them to take a closer look. It also contains the elements that are required by law to inform the consumer about the product, including ingredients, nutritional information and allergens. Below is some basic information that will help you get started with the design of your label.

Trademark

A trademark is a type of intellectual property that consists of a distinctive sign or indicator used to identify that the products or services offered to consumers originate from a unique source. While it is not required to register your brand, it is helpful to make sure that your brand will not infringe on another's company's trademark. To learn more about trademarks or to research registered trademarks, go to uspto.gov or contact your attorney for more information.

Product Information

HOF will provide you with an FDA compliant ingredient statement, allergen statement and nutritional facts panel and net weight declaration for each product.

UPC Barcode

A UPC barcode is a method of automatic identification that allows information to be captured quickly and accurately. Each barcode is specific to one product and must be purchased from an outside vendor.

Suggestions for barcode companies:
buyabarcodes.com (starting at \$85.00)
nationwidebarcode.com (Starting at \$14.95)

HOF will not supply barcodes for Non-Hillside labeled or Non-Hillside recipe Products.

Printing Specifications

HOF will provide you with specifications if you wish to use an outside printer than letting us help you with printing your labels.

HOF does offer a private label service in-house for customers at an additional cost. Check out our current catalog for more information.

Review & Approval

If you choose to produce your own labels HOF must approve the labels that they meet all labeling standards and HOF standards before application. If they do not they will not be applied. Hillside does not charge for one label application. More than one label or special label application will be reviewed and possibly incur an upcharge.

If no label is applied, Box labels will be applied to all boxes and boxes will be taped sealed. Customer will sign a Un-labeled guarantee saying that all liability for labeling will be the responsibility of the customer and the compliance of the label is solely on the customer.

Basic Label Compliance

The FDA is responsible for ensuring that foods sold in the United States are safe, wholesome and properly labeled. The regulations that govern product labeling can be found in Title 21 of the Code of Federal Regulations (21 CFR 101).

If you have any questions about what is required for a correct label HOF will work with you to make sure that your label is in compliance.



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866-782-4995/706-782-4955 Fax 706-782-7848

Customer Name _____

Contact _____

Main Contact Phone _____ Fax _____

Cell Phone _____

Main Contact Email _____

Website _____

Bill To _____ Ship To _____

Co-Packing Questionnaire

Is your product currently in production? _____

Which best applies to your product?

- Not in Production
- Produced in a Certified kitchen
- Produced with another Co-packer
- Other _____

Is your product currently in production? _____

Has your formula been industrialized? _____

Is this product part of an existing product line? _____

Does your product have any fresh or "unique" ingredients? _____

Fresh or Unique Ingredients

Does your product require any specific production processes or equipment?

Does your product require blending/emulsifying? _____ *

Which of the following apply to your product?

Check all that apply.

- All Natural
- Organic
- Gluten-free
- Other
- None of the above

Does your product have unique (non-standard) packaging needs?

What volume (include units) are you expecting to produce over the next year? _____

Do you have a pricing model? *

List any directly competing or similar products on the market

Are your products currently in distribution? _____

Where do you imagine this product being sold?

Check all that apply.

- Farmers Market
- Grocery Store
- Restaurant/Bar/Foodservice
- Consumer Events
- Big Box Retailers
- Specialty Retailers

Online

Other

Would you also like to produce the product in any of the following?

Check all that apply.

Foodservice Containers

Retail Packaging

None of the above

Will your products be sold online (e-commerce)? * _____

Please return this questionnaire with the samples of your product for us to review so we can decide if your product will work with our current capabilities in processing.

Please send 2 samples of product to us at

Hillside Orchard Farms
Att: Michael Houston
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Reciprocal Non-Disclosure Agreement

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Made and effective this day _____, this Reciprocal Non-Disclosure Agreement ("Agreement") is made between Hillside Orchard Farms, Inc ("HOF") and _____ . This document is created for each party to send and receive confidential and proprietary information to one another in furtherance of a possible business relationship.

Both parties agree to the following:

1. **Confidential Information** - Any information that is considered confidential or proprietary shall remain the property of the disclosing party. This information includes but is not limited to recipes, cooking processes, formulas, and schedule processes. Any confidential information that is disclosed orally is included.

Confidential Information - By exception may be disclosed to regulatory agencies such as the Georgia Department of Agriculture ("GDA") or the Food & Drug Administration ("FDA") without breach of this agreement.

2. **Use of Information** - Confidential or proprietary information shall only be used for the purpose of evaluating, testing, creating, or producing a product in furtherance of any proposed business transaction between said parties. After disclosure, recipient shall hold any such disclosed information as confidential.

3. **Exclusivity**- This agreement in no way implies a no compete. HOF is a manufacturer of many different private and private label recipes. There is a high probability that HOF already produces, has produced, or will produce a similar product in the future.

These parties have agreed to the conditions of this agreement.

Hillside Orchard Farms By: _____ Date: _____

Client By: _____ Date: _____

Company Name				Date			
Product Name/Type				Recipie Verison			
Jar/Pack Type & Size							
Lid Type & Size							
Product Information							
Original Recipie Information							
Please List in Weight or Volume - Also list any ingredient details (grade, brand, cut, fresh/frozen, etc)							
	Ingredients	weight	volume		Ingredients	weight	volume
1				11			
2				12			
3				13			
4				14			
5				15			
6				16			
7				17			
8				18			
9				19			
10				20			
Full Step-by-Step Process							
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
Please include temperatures, times and any special steps taken							
Special Equiptment Necessary for producing this product							

