

ORDER GUIDE

Placing Your Order

Orders can be placed online at www.foodlabels.com/signin

Step 1: Sign in or create a new account on our website, using the link above

Step 2: Create a new order and choose the appropriate service(s) for each product

Step 3: Choose payment method

Step 4: Provide product information, as needed*

*Please note, you will be able to continue uploading relevant product information to your client workspace after placing your order.

What to Expect When Working with Us

- Our promise to you is **compliance you can count on**.
- We are committed to protecting the **confidentiality** of your recipe formulas and product information.
- Once orders are received, we will follow up with a **confirmation email** explaining the next steps and introducing you to your Regulatory Specialist.
- Our **standard turnaround time** is 8 business days, with **Priority** (4 business day) and **Overnight** (1 business day) turnaround times available for an additional fee.
- All **orders must be prepaid** via credit card, eCheck, electronic funds transfer, or wire transfer before work can begin.

*Please note, eChecks and EFTs take approximately 7 days to clear and wire transfers up to 2 weeks. Credit card payments are the most expeditious form of payment and allow us to begin work right away.

- Please carefully review our **Terms + Conditions** prior to placing an order.

Providing Your Product Information

When placing an order, you will be asked to provide the product information, which might include:

- Recipe formulation
- Processing details
- Package dimensions

The detailed explanation and sample product worksheet included in this packet may be useful when gathering your product information and submitting it online. But don't worry, your Regulatory Specialist will be happy to walk you through the process, as well!

Your Recipe Formulation

- Include an amount (e.g., 8 oz; 360 g) and description for each ingredient (e.g., salted or unsalted, raw or cooked, sweetened or unsweetened, enriched or unenriched, bleached or unbleached, etc.)
- Include supplier information for multi-component or specialty ingredients (examples: enriched flour, catsup, soy sauce, seasoning blend, cheese sauce, breadcrumbs, batter mix, etc.) If you do not have a specification sheet from your supplier, you can copy the nutrition and ingredient information from the ingredient's product label. We do not need supplier information for common single-component ingredients such as salt, sugar, eggs, water, fresh produce, and spices.
- Specify the plant or animal source of all ingredients and sub-ingredients (examples: soybean and/or cottonseed oil, pork fat, soy lecithin, wheat starch, etc.)

Your Processing

- Describe your processing method (examples: baked, simmered in open kettle, cold pack, hot fill, etc.)
- Specify finished moisture of your product (if known) ____%.
- Specify the weight of your recipe batch before and after processing.

Your Packaging

NOTE: If you have multiple package sizes for your product, you will have the option to enter multiple package sizes when placing your order.

- Specify net contents of the package.
 - If you sell your package by weight, please specify the amount in grams, ounces, or pounds.
 - If you sell your package by volume, please specify the amount in fluid ounces, milliliters or liters.
- Specify the weight of 1 piece (if your package contains small individual pieces) OR specify the weight of 1 cup (if your product is measurable by cup). This information is needed so we can determine the serving size according to regulations.
- Describe your package type and specify package dimensions (e.g., box 7" high x 5" wide x 2" deep; can 4" high and 10" wraparound length; tray 12" long x 8" wide x 1.5" high). If your label does not cover the entire package, please provide a description and dimensions for both the label and package.

INSTRUCTIONS AND SAMPLE PRODUCT WORKSHEET

Once your order is placed, select the maroon “Edit” button to provide product information:

Product Info:

Enter or edit product information using the edit button(s).

Raisin Bread (Pkg Size: 1 lb) Full Label Compliance	(Standard Turnaround)	Edit
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For orders that require your recipe formula, these details may be entered into the “Recipe Formulation” table or uploaded using the file uploader at the bottom of the page.





Worksheet: Raisin Bread

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Enter your product info using the worksheet below and/or upload files using the file uploader at the bottom of the page. We'll contact you for more info if needed.

Recipe Formulation

Please upload your recipe or enter into the table below. Please also upload any ingredient specs not already in your client workspace.

	Ingredient	Amount	Supplier Info	Files
	<input type="text" value="flour, all purpose, unblea"/>	<input type="text" value="15 lb"/>	<input type="text" value="Providing New Data"/>	 flour spec.png <input type="button" value="SEARCH LIBRARY"/>
	<input type="text" value="soybean oil"/>	<input type="text" value="12 oz"/>	<input type="text" value="Use Standard Data"/>	<input type="button" value="SEARCH LIBRARY"/>
	<input type="text" value="water"/>	<input type="text" value="1 gallon"/>	<input type="text" value="Use Standard Data"/>	<input type="button" value="SEARCH LIBRARY"/>

Supplier information (e.g., ingredient specs, allergen statements, 100g nutrition) may be added for each ingredient in your recipe. Use existing ingredient documents from past orders using our “Ingredient Library” feature or upload new files using the file uploader at the bottom of the page.

Provide processing and packaging details in the fields provided and/or upload relevant files using the file uploader.

PROCESSING

Method

(e.g. baked, cold pack, hot fill, simmer in open kettle)

Yield

(number of units per batch, weight of batch before/after processing)

Finished Moisture

PACKAGING

Net contents of the package

(e.g. 8oz, 500mL, 100g, 16fl oz)

Information to determine serving size

(weight of 1 piece or 1 cup)

Type of packaging and package dimensions


(e.g. box 7" high x 5" wide x 2" deep)

SPECIAL INSTRUCTIONS

FILE UPLOADER

Please upload your supplier information, recipe formulation, label artwork, or other files here. Select the file type from the dropdown, 'drag and drop' the file or 'choose file' to select, then click

Note: 'Supplier Info' files will be added to your ingredient library

Select File Type 

Choose File - drag/drop files directly or click the 'Choose File' button and then the 'Upload The File To Server' button.



Choose File | No file chosen

UPLOAD THE FILE TO SERVER