

ORDER GUIDE

Placing an Order Is Easy

Orders are placed online at www.foodlabels.com/order

Step 1: Choose services for each product

Step 2: Choose payment method

Step 3: Provide product information as needed

Important Information

- Confidentiality of recipes and product information is assured. See our Confidentiality + Privacy Policy at www.foodlabels.com/confidentiality-privacy. We will gladly sign your confidentiality or non-disclosure statement upon request.
- We guarantee 100% regulation compliance.
- Orders are placed through our service server and we will follow up with a confirmation via email.
- Completed orders are returned within 8 business days.
- Priority and Overnight Services are available.
- All orders must be prepaid via credit card, eCheck, electronic funds transfer or wire transfer.
- Please note, eChecks take about 7 days to clear and wire transfers up to 2 weeks. Credit cards are the most expeditious form of payment.
- For your convenience, we accept:



Providing Your Product Info

When placing an order, you will be asked to provide the necessary information that may include:

- your recipe formulation
- your processing
- your packaging

The detailed explanation and sample product worksheet included in this packet will be useful when gathering your product information and submitting it online.

Your Recipe Formulation

- Include amounts and detailed descriptions for each ingredient (examples: salted or unsalted, raw or cooked, sweetened or unsweetened, hydrogenated or non-hydrogenated, 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, bread crumbs, batter mix, etc.) If you do not have a specification sheet from your supplier, you can copy the nutrition and ingredient information from the label. We do not need supplier information for common single-component ingredients such as salt, sugar, eggs, water, fresh produce, spices, etc.
- 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 this product, you will have the option to enter more than one size when you place your order.

- Specify net contents of the package. If you sell your package by weight you will specify the amount in grams, ounces or pounds; if you sell your package by volume you will 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 (examples: 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. For unusual packaging, you may attach artwork if available.

WORKSHEET: RAISIN BREAD

YOUR RECIPE FORMULATION

Ingredients (description, source)	Amount	Supplier Info
yeast, active dry	5 oz	use standard data
water (warm)	3 cups	use standard data
sugar, granulated	10 oz	use standard data
salt	5 oz	use standard data
<input type="checkbox"/> (collapse list)		
nonfat dry milk	14 oz	already provided
water	1 gal	use standard data
shortening, from palm & cottonseed oils, not hydrogenated	12 oz	providing new data
flour, all purpose, unbleached, enriched	15 lb	already provided
raisins, seedless	3 lb	providing new data
		choose one

YOUR PROCESSING

Method (e.g. baked, cold pack, hot-fill, simmer in open kettle) <input type="text" value="baked"/>	
Yield (number of units per batch, weight of batch before/after processing) <input type="text" value="25 loaves - scale dough into 17.5 oz loaves, baked weight is 16 oz"/>	Finished Moisture <input type="text" value="34"/> %

YOUR PACKAGING

Net contents of the package (e.g., 8 oz, 500 mL, 100g, 16 fl oz) <input type="text" value="16 oz"/>
Information to determine serving size (weight of 1 piece or 1 cup) <input type="text" value="16 slices per loaf, one slice weighs 1 oz"/>
Type of packaging and package dimensions (e.g. box 7" high x 5" wide x 2" deep) <input 7.5"="" long="" type="text" value="bag 16.5" wide"="" x=""/>

SPECIAL INSTRUCTIONS

Comments and questions

You will receive instructions for uploading your files after you submit your product info online.