**What are the advantages to using Nexxus Hub Services for co-packing?**

There are many advantages to using a co-packer. The most obvious is to reduce startup costs for the food entrepreneur. Capital costs of equipment and facilities can be enormous. Using a co-packer allows one to more accurately predict overhead costs due to manufacturing. Using a co-packer can also reduce lead-time in getting a product to market. Choosing a co-packer who already has processing lines in place almost makes manufacturing, packaging, and labeling a food product a matter of placing an order.

We excel at producing high quality products and are familiar with food safety requirements. We have the proper facility for receiving and storing ingredients and can arrange storage of finished product. We also can offer other services for entrepreneurs such as product stability testing, nutritional labeling, formulation assistance, ingredient substitution, and other product development services. In addition, we can offer suggestions on packaging and labeling the product, usually based on the types of filling, capping and labeling equipment in our facility.

**We offer you over 25 years of experience**!

All of our contract packaging accounts are repeat business!

**Before you visit Nexxus Hub Services Co-Packing**

Before visiting us you have some homework. You should have business and marketing plans in place which outline your product needs in terms of size and type of container, number of units per given period, price to the buyer and sales price. Get technical help from a university, a consultant or a testing laboratory to determine needs for product stability and safety.

Once you have established the product information, write preparation and process instructions. Write specifications for ingredients, packaging materials, regulatory compliance, and finished product.

What are your needs?

* Will you require product development assistance such as safety determinations, coloring, stabilizers and emulsifiers, or preservatives?
* What are special product concerns such as; acidity, thermal process, refrigerated ingredients, refrigerated product storage?
* Are there special ingredient concerns?
* Will the product require specialized ingredients in terms of variety, function, or piece size?
* Will ingredient preparation such as onsite chopping, peeling, coring, or sugaring be necessary?
* Can ingredients be purchased ready-to-use?
* Are there alternative sources for specialized ingredients?

**Things to keep in mind:**

* Remember, scale-up of production from the home kitchen to the first plant trial may produce unsalable or unusable product. Factors such as rate of heating, agitation during incorporation of ingredients, holding at high temperatures and pumping can affect ingredient functionality and product appearance. Adequate product development prior to the pilot run will minimize this, but unforeseen factors may still cause differences in product.
* All ingredients and supplies need to be received at the warehouse at least 3 days before the scheduled date of production.
* All ingredients should have a lot/batch code and be labeled properly.
* All supplies, containers and equipment should be clean and free of debris when they enter the facility.

**Things you will have to provide before we can work with you:**

* University or testing laboratory approved process form.
* Nexxus Hub Services must be added to your liability insurance policy.

**Come in for a consultation.**

Make an appointment for a tour of our facility and to meet our key staff. We have extensive experience in your industry with an understanding of your markets and a strong engineering background.

**Standards of Ethical Conduct for Professional Contract Packagers**

* A contract packaging service shall, to the best of its ability protect the safety, health, and welfare of the public and the client in the fulfillment of his or her professional duties and will refuse an assignment rather than compromise standards of integrity.
* A contract packaging service will determine its qualifications to perform any assignment for a client and accept only those contracts in which it has complete competence.
* A professional contract packaging service will treat all information relating to the business affairs of a client as confidential, including the client’s name, if they request anonymity.
* A contract packaging service will conduct its business in a professional and dignified manner, and will at all times uphold the honor and integrity expected.
* A contract packaging service will continue to pursue knowledge and professional development in packaging to provide clients with state-of-the-art satisfaction, and will contribute effort and funds to the furtherance of packaging technology, sharing experiences and knowledge with other members of the profession, particularly novices in the field.
* A contract packaging service will establish a fee schedule for each client and accept payment for services only from one source in the conduct of a project unless both parties agree and are informed of each other’s participation.
* A contract packaging service will always be truthful and forthright in observations and recommendations to clients. A professional contact packaging service will endeavor always to make clear the significance and limitations of reported findings and will make every effort to prevent the misuse or misrepresentations of such documentation.
* A contract packaging service will be honest and objective in relations with vendors and describe their products fairly and accurately to clients.

**Nexxus Hub Services Co-Packing Contract**

**Terms and Conditions**

**Basis of Sale**

Nexxus Hub Services will (circle one), test batch, co-pack,

said recipe to the specifications on the agreed process form.

All information relating to the business affairs of a client will be confidential, including the clients name, if they request anonymity.

**Orders and Specifications**

* No order submitted by the Client/Buyer shall be deemed to be accepted by Nexxus Hub Services unless all ingredients and supplies are received at least 5 days before the scheduled pack date.
* Approved process form has been received.
* A certificate of insurance to prove that Nexxus Hub Services has been added to the Client/Buyers insurance policy.
* Client/Buyer shall take possession of product within 10 business days from the date of production, unless other arrangements have been made.
* Payment for all materials procured by Nexxus Hub Services Co-Packing is due prior to processing.
* **Client/Buyer is aware that full payment is due before product is taken out of the warehouse, credit, debit and cash allow immediate removal of product. If paying by check, please allow up to seven business days for bank processing before removal is scheduled.**
* All supplies, materials and product should be removed from the warehouse within 10 business days after production, unless other arrangements have been made.
* There is no charge for the storage of raw materials for the first 10 business days. All materials should fit on a pallet and not require refrigeration.
* If finished product, supplies or materials remain after 10 business days, and are stored in the warehouse, you will be charged accordingly for pallet space.

Special Instructions/Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Client /Buyer Initials \_\_\_\_\_\_\_\_\_\_\_

**Penalties for order changes**

Any changes in ingredients, supplies or the process form may yield different results, possible complications, and added fees. To protect the safety of the public and the Client/Buyer, Nexxus Hub Services Co-Packing may refuse the job rather than compromise our standard of integrity.

Substitution of one product order may not be changed for another, unless prior arrangements have been made and it is feasible.

**Payment**

Payment for all materials procured by Nexxus Hub Services Co-Packing is due prior to ordering.

**Client/Buyer is aware that full payment is due before product is taken out of the warehouse, credit, debit and cash allow immediate removal of product. If paying by check, please allow up to seven business days for bank processing before removal is scheduled.**

Payment of all professional fees is due before service is rendered.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Client/Buyer) accepts Nexxus Hub Services Co-Packing terms and conditions as stated in this contract.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date

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