

# START-UP INFORMATION FOR RECIPE ANALYSIS AND NUTRITION FACTS LABEL

To begin your project, please complete and return the forms listed below:

These four (4) items are *required* to begin your project.

- 1) **Order Form** — Please type desired items to order by using Form Fill-in and return via e-mail.
- 2) **Confidentiality Statement and Disclaimer** — Please complete using Form Fill-in and return via e-mail.
- 3) **Credit Card Form** — Please complete using Form Fill-in and return via e-mail.  
**Please make sure to include the BILLING ADDRESS for which the credit card is associated.**
- 4) **Recipe Worksheet** — Please complete recipe worksheet provided using Form Fill-in or submit your own completed recipe via e-mail.

## INFORMATION FOR REFERENCE

- **Examples of labels**

Depending on your product type and packaging, you may need a Vertical, Tabular, or Linear label format. The shortened and simplified versions can be used only if seven (7) or more nutrients in your recipe are zero (0). Energyent will determine the most appropriate format based on the total square inches of the product packaging. You will be notified if you qualify for the shortened or simplified versions after the initial analysis is complete. Labels are created at a standard size, and can be reduced to accommodate your packaging (scaled down proportionately approx. 75%, within FDA guidelines). Energyent will determine, based on your package size, whether a custom size label is needed. Most clients (90%) are able to utilize a standard size Nutrition Facts Label. Label examples are available online at [www.energyent.com](http://www.energyent.com).

- **General Information and Procedures**

**Confidentiality Form:** As part of our company standard, for the protection of the client, we send a confidentiality form to be signed and returned. It simply states that Energyent will not disclose any information regarding recipes or products to anyone. This form can be returned either by fax or mail.

**Disclaimer Form:** A signed disclaimer form is required, stating that Energyent cannot be held responsible for any modifications done to recipe(s) or nutrition facts labels, by someone other than Energyent after original artwork has been created and delivered.

**Recipe Ingredient List:** Once a recipe is received and entered into the computer system, you will receive a rough draft via e-mail, of the recipe report listing your ingredients from the highest to the lowest weight (per government standard). This draft must be signed and returned before the project can move ahead to label creation.

**Labels:** Rough drafts of labels will be e-mailed for approval. Once approval is received, the final artwork files will be created in PDF and EPS format. The prompt exchange of the above information will expedite the process of creating your label(s). The average turn-around time for labels is 5-7 business days. All is dependent on how quickly information is received, how quickly the client responds to needed information, and the number of recipes. Please indicate, in advance, if a RUSH is needed, so that special arrangements can be made. There will be a RUSH charge for orders that must be completed within 48 hours. Once Energyent receives your project information and determines the attention needed for your project, an accurate estimate on turn-around time can be given.

**Label Artwork:** Artwork ready nutrition facts label will be provided. **In order to avoid formatting and content errors, please use artwork as provided rather than creating your own nutrition facts label artwork.** Energyent is not responsible for any errors made when alternate artwork is used instead of camera-ready artwork provided by Energyent.

**Label Compliance Review - Proofing Process:** **Three (3) rounds of proofing are included in the Label Compliance Review service.** Once Energyent provides corrections to be made, it is the client's responsibility to confirm all corrections have been made by their graphic artist. **If additional rounds of proofing are required beyond the three (3) rounds included, due to corrections not being made, an additional \$60.00 will be incurred per each round of additional edits.**

**Payment Information:** Credit Cards are accepted and is the preferred method of payment. Credit card form is included in start-up paperwork. Make checks payable to Energyent.