



BODY & FACE

ST CYRUS LTD

Contract Manufacture Guidelines

Preliminaries

- It is recognised that each customer / project has their own particular needs and demands so early provision of as much information as possible would help in the progress of your enquiry. Please note that we require a 'manufacture ready' formulation as we no longer undertake product development. We are unable to handle 'treatment' product advice which come under the auspices of the MHRA but can manufacture customers' own formulations.
- We can do as much of the manufacture as the customer desires, from simply supplying product in bulk to the finished retail pack including filling, labelling through to final packaging and packing.
- Minimum order quantities depend on the minimum batch that can be reliably processed on Workshop equipment – usually 25Kg for a processed product (creams, lotions etc.) but less when only simple blending is required.

Company Details

- We would welcome as much background information as possible such as branding, market sector, existing company website and ethos – natural, organic, preservative and functional ingredient requirements; product range, e.g. for skin care, hair care etc.; pricing expectations; i.e. are products intended as high value, luxury, quality, mass market etc.

Timetable

- To enable timescales to be met, only confirmed formulations with ingredients listed in exact percentages weight/weight can be accepted. Details of customer-sourced ingredients should be supplied.
- Samples of intended products should be provided where possible and we can supply test samples to be approved by the customer before full production to ensure product reliability and a specification for the Workshop. There will be a charge for the manufacture and provision of these samples as below.
- A realistic timetable must be agreed to allow for the testing of the scale-up of manufacture and all components involved. It should be noted that the first full manufacturing run will take longer than routine production to allow for the checking of processes and procedures. Please indicate if samples are required for promotional events with dates; the date of any intended product launch.
- We are able to advise on consultants able to undertake product formulation development which we can take forward through scale-up testing to full manufacture.

Packaging Supply

- Type of primary and secondary packaging (e.g sachets , bottles, jars, sprays, airless) and unit sizes intended for sale.
- Samples of non-standard packaging sourced by the customer should be provided to allow testing of filling procedures and viability in handling.
- Customer supplied packaging / containers should be hygienically packed to GMP standards as soiled containers cannot be viably handled.
- It may also be possible to accommodate small pack sizes; e.g. vials, miniatures, roller ball dispensers.

Legal Requirements

- To ensure product traceability, batch and date coding of products is a legal requirement. This can be handled by Body & Face.
- Registration of new products on the market including full safety information via the EU portal is required by EU legislation – EU 1223/2009. This is the brand owner’s responsibility requiring Challenge, Stability and Safety Assessments together with Packaging safety. Body & Face can organise such testing or supply samples to a recommended testing company. Costs will be charged to the customer. Body & Face can supply relevant ingredient and manufacturing information and samples to the Safety Assessor where required.

Samples

- We carry out a minimum of ‘bench’ tests (where necessary) to ensure that we fully understand the products and processes we are to scale up. Samples arising from this activity will be supplied to the customer for evaluation, and **definitive samples signed off by the customer**. Additional samples can be provided if required.
- Charges – All sample work is charged at cost: labour at £30.00 per hour, plus any materials supplied, plus carriage.
- All charges will be offset against the first commercial order.
- Ingredients – All ingredients unique to the customer’s formulation (i.e. not stock items to Body & Face) have to be paid directly by the customer. We can liaise with preferred suppliers, and arrange quotes - whichever procedure is most convenient for the customer.

Trading Terms

First orders are charged on proforma; subsequent orders – 30 days credit from the date of the invoice.