

CFS consultant and client to complete for agreement to service terms and conditions.

Client to complete and sign as agreement to proceed. Must be returned to CFS consultant completed prior to any consultancy work or advice commencing.

Compliance Review for Product Label– Proposal/ Agreement		
Company Details	ABN	Business Name
Name of contact		
Business Address		
Phone		
Email		
Product name for label review		
Description of food item	Description	Size or weight Servings per pack
Client request: Description of project	<p>Client to list instructions to CFS for project or allocated work:</p> <p>List focus area of review and report</p> <ul style="list-style-type: none"> • • <p>Report preference:</p> <p><input type="checkbox"/> Full compliance report for all Australian Food Labelling requirements incl FSANZ, ACCC</p> <p><input type="checkbox"/> Specific written advice on area of review nominated above</p>	
Project Information		
<p>Project Objectives:</p> <ul style="list-style-type: none"> • Review existing label information as supplied or as complete work as directed above • Provide guidance and recommendations for label information and format to ensure compliance against the Food Standards Code for product labelling. (Standard part 1.2 and ACCC) • Liaise with client and explain in layman’s terms the requirements and any adjustments needed. 		
<p>Project Deliverables:</p> <ul style="list-style-type: none"> • Follow instruction for professional label consultancy as directed above • Review label(s) and artwork, as supplied. • Identify compliance and required adjustments for label and artwork • Written feedback and recommendations on label format and information in format specified above • Associate Company Correct Training Systems (RTO88118) can provide formal accredited training <i>FBPFST4009 Label Foods according to legislative requirements</i> or specific onsite training on food labelling requirements 		
<p>Client to provide CFS with sufficient product information / product specification including information such as</p> <ul style="list-style-type: none"> • existing label copy or artwork mock-up (clear image required), including dimensions of the label • Australian address of manufacturing/ distribution • listing of all ingredients including processing aids and additives (standard recipe or product specification) • Country of Origin of all ingredients listed • information on weights and measures, pack size / serving size • presence of allergens • storage instructions, cooking instructions as applicable • serving size/portions • intended health or nutrition claims - justification • other information as applicable. 		

CFS estimated time and charges for project:

CFS will charge for actual time incurred on client work at \$275 (incl GST) pro rata per hr as products and projects vary. This is payable prior to the release of any formal written advice or label report.

A comprehensive label review and report for an average product takes 1.5-2 hours.

Nutrition and health claims, multipack products, novel foods, special purpose foods, supplements and foods with more than one component take longer to review and report on. Alternatively, the client may nominate a maximum number of hours to be spent or specifically direct the CFS consultant to only review specific information, as per the detailed client request above.

The minimum charge to review any component of a product label or package and provide a response is \$275 incl GST. This is equivalent to 45 minutes work by the labelling consultant plus initial administration time for new clients. The minimum charge is required to be paid prior to any CFS advice or report being released.

Investment Table

Option	Service	Fee
Technical review of retail food product labelling	<ul style="list-style-type: none"> Product label review as described by client above Technical Advice for label compliance in Australia Specific advice – as requested by client 	\$275.00 per hour pro rata (GST Included), charged in 15 minute increments.

Full payment required prior to the release of each individual label check/ report.

Preferred payment method via bank transfer: Correct Food Systems BSB: 032-067 Account Number: 317244

Correct Food System retains the right of refusal of work as specified should Correct Food Systems consider that there is an enhanced risk of non-payment by the client. Non payment of invoices will result in stop work and possible debt collection. No written advice or report will be issued prior to payment of the invoice for time incurred on the label project.

Terms and Conditions. Payment Terms are as per terms above.

Inclusions:

- Label compliance checklist report or email response, as instructed.
- Consultancy advice and time, via email/ phone and or report as per outlined in client request
- Additional work outside the boundaries of this proposal will be subject to an hourly rates, charged in 15 min increments.
- Clients are responsible to include all information required for a label check and report (see above list). Failure to do so will result in extra correspondence time being charged.

Exclusions:

- Information and guidance is provided for the application of the relevant regulatory requirements but implementation and adjustment of the final product label is the responsibility of the client company and no allocation of involvement from Correct Food Systems in the implementation is included in this proposal.
- Correct Food Systems is not responsible for fraudulent or incorrect information as supplied by the product supplier, nor information that is not included in the submission or altered, changed or not included on the product after CFS conducts the PIF verification, label review or artwork review.

The contents of this agreement are Private and Confidential. All services undertaken by Correct Food Systems are done so in complete commercial confidence. All documents are managed in a secure manner and client privacy and confidentiality is paramount. All documents and forms issued by Correct Food Systems are covered by copyright and are not to be duplicated or distributed outside their intended client use for the product review.

Proposal Acceptance. Please contact us with any questions regarding this proposal or project.

Your signature below or your return email confirmation indicates acceptance of this agreement including payment terms, documentation of your instruction to proceed with allocated work and the terms and conditions herein or supplied as an attachment to this email.

<p>Correct Food Systems Acceptance/Signature <i>CFS Consultant as allocated</i></p>		<p>Client Acceptance/Signature</p>	
		<p>Date:</p>	
<p>Agreement is with Correct Food Systems Pty Ltd</p>		<p>ABN 83 117 535 609</p>	
Office address	Suite 203, 410 Elizabeth St, Surry Hills NSW 2010, Australia		
CFS Consultant	As allocated to project	Phone	1300 730 611
Number: CFS#	Date:	Target Completion Date:	
Notes:			