

# 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 fax\* or e-mail.
- 2) **Confidentiality Statement and Disclaimer** — Please complete using Form Fill-in and return via fax\* or e-mail.
- 3) **Credit Card Form** — Please complete using Form Fill-in and return via fax\* or 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 fax\* or e-mail.

**\* If faxing, please follow with an email to [energyent@energyent.com](mailto:energyent@energyent.com) to alert that all forms were faxed to Energyent.**

## 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 Inc. 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 Inc. 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 Inc. 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 Inc. cannot be held responsible for any modifications done to recipe(s) or nutrition facts labels, by someone other than Energyent Inc. 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. If e-mail is not available, you may receive proof via fax.

**Labels:** Rough drafts of labels will be faxed or 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 Inc. 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 \$50.00 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 Inc.

# GETTING STARTED

In order to provide the most professional and accurate analysis possible of your food recipe, you will be asked many questions. Not all questions may necessarily apply to your recipe/product, but in order to get accurate label information such as, weights, yields, quantities and measures, accurate information is very important. Most importantly, the sooner we have your recipe, the sooner we can get started inputting data — yields, weights and additional information may be submitted later if it is not immediately available. Below is a list of the kinds of information that are required in order to analyze a recipe accurately. There are many steps involved in completing this process, as well as constant communication in regard to the data needed to complete the analysis. Although we can do rush jobs, it is not preferred due to the complexity of the steps involved in the recipe analysis process and our desire for impeccable accuracy and a quality product.

## Types of Questions You May Be Asked

(Depending on recipe/product)

- Do you use any prepared, canned, packaged or processed ingredients in your recipe? If so, we would like to have the nutritional information directly from the label of that product. For example, your “Hearty Chili” recipe calls for 6 oz. of “Jose’s Molé Sauce.” Write down the information from the nutritional label along with serving size and weight so we can enter it into our database. Remember, your recipe is unique and different from all the other recipes—and that difference is due to the unique combination of ingredients and products that make up your recipe. We must account for every ingredient in our analysis.
- Is your recipe cooked? If so, we will be asking you for the finished yield. What does it weigh? If your recipe loses a lot of moisture during cooking, what is the starting weight (before cooking) and final weight after it is cooked off? This difference can affect the nutritional data.
- Is your recipe baked? Let’s say you have a cookie recipe, for example. We will need to know the weight of one (1) baked cookie and the number of cookies your recipe makes.
- In some cases we will ask you to tell us what a tablespoon of your recipe/product weighs. Examples: salsa, ice cream or salad dressing. The reason for this is due to the variation in density of mixtures. For example, two tablespoons of ice cream may weigh 65 gm and two tablespoons of BBQ sauce may weigh only 60 gm. This will affect the nutritional analysis.
- Does your recipe have another recipe embedded in it? We consider this a separate recipe in itself (a component) and we will need the nutritional information on it as well. Example: Pasta Salad with your “Special House Dressing” (the dressing is a separate recipe entity, a component of your main Pasta Salad recipe.) We need all the data on both recipes to complete our analysis of your recipe.

## Information Required • Pre-Label Construction (if applicable)

Before Energyent Inc. can begin work on creating your nutritional labels, we need to know many details about your product(s). For the sake of efficiency, we would prefer to have this information faxed or e-mailed. Regular mail is also acceptable; however, it will slow the process down considerably. Full payment is due at the start of the project. If recipes are faxed or e-mailed, the project will be started; however, final copies will not be sent until payment is received.

Following is a list of information we will need to know about your product(s) in order to create nutritional labels. (Please note: all questions may not apply to all products.)

1. The serving size you plan to have in your package. For example, 4 oz. muffin; 8 oz. burrito. For “per piece” products such as, muffins, crackers, candies, cookies, etc. we need to know the individual weight of the product.
2. Next, we need to know if you will be selling your product(s) individually, or if there will be more than one item per package. For example, Taystee Muffins sells one package containing four, 4 oz. muffins for a total net weight of 16 oz.
3. Bulk products such as popcorn, for example, are based on standardized government reference sizes. This means there are certain government packaging guidelines which must be adhered to with respect to product weight and quantity. We will discuss this with you in more detail after we know the serving size you plan to have in your packaging container.
4. If your product(s) is a liquid, we will need to know both mL and oz.
5. It would be most helpful if the product yield weight, for both pre-cooked and cooked is provided. If you do not have this information, the computer weight will be used. The finished yield is the most important. For example, how many cookies does your recipe make and how much does each cookie weigh.
6. How much available printing space, in inches, is available for the Nutrition Facts Label? Please give height, width, depth in inches, and total square inches of packaging. The FDA has certain guidelines which format to use either vertical, full vertical, tabular, or linear. Your available printing space determines the format that can be used.