

Stocking your products

As you would expect, we are delighted to try new products. There is, however, always some fundamental information that we (or any other retailer) need to know from the outset. Furthermore, it's important that you know the process we have to review potential products, not least to get constructive feedback, but to also ensure the right people in our business objectively assess your proposal in the context of our core values, other products, consumer trends, statutory requirements, price point, etc. We aim to review new products within a week; fresh items are typically assessed on a Wednesday morning, so please deliver them before 10am. We cannot guarantee feedback on every prospective product however, rest assured, if we like it we will be in contact.



Company name:	Contact name:	Phone:	Email:	Website:	VAT No.	EHO registration / EC Food Id. No.
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Please append any marketing information and / or make any further comments overleaf. (Please use a second form if you have more than four products)

Product name				
Barcode				
Wholesale price				
Zero or Standard rated VAT				
Recommended retail price				
Batch/case size				
Shelf life				
QUID info : % protein(s) and/or named and/or signature ingredient				
Allergen info				
Minimum order (for carriage paid delivery)				
Lead time for delivery				
Delivery specifics/constraints				

Please note that samples are supplied as such, and will not be returned. Similarly we don't take any liability for potential products and we will not be able to accept any deliveries or invoices without a Purchase Order. Damaged, short-dated, poor quality (including temperatures) and/or inconsistent stock (including variances from the Purchase Order and problems with barcodes and packaging) may well be rejected at delivery. Payment terms are 30 days from date of invoice, when verified.

for Suffolk Food Hall use only		
Rec'd by	Reviewed by	Comments (con't overleaf)
Rec'd date	Decision	

Please copy this form for the supplier and/or file electronically

buyer@suffolkfoodhall.co.uk ~ 01473 786 610