**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; and it’s best to make contact at the beginning of a week, as Thursdays to Sundays we’re busy selling not buying! 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: | Social media profile(s): |

**Please append any marketing information and / or make any further comments overleaf.**

|  |  |  |  |
| --- | --- | --- | --- |
| Story & product information | tell us why we should stock your product(s) | | |
| Range | including any seasonal products. | | |
| Wholesale price | append a price list | Zero or Standard rated VAT |  |
| Batch/case size |  | Shelf life |  |
| Delivery specifics | lead time and/or constraints | Minimum order | for carriage paid |
| Samples | yes (date, delivered to…)  otherwise please send photos | Other stockists | local  national |

|  |  |  |  |
| --- | --- | --- | --- |
| Please note that samples are supplied as such, and will not be returned. We don’t take any liability for potential products. We will not 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. Always retain proof of delivery. | **for Suffolk Food Hall use only** | | |
| Rec’d by | Reviewed by | Comments (con’t overleaf) |
| Rec’d date | Decision |

Please send to either Food Hall: **foodbuyer@suffolkfoodhall.co.uk** or Home & Garden: **buyer@suffolkfoodhall.co.uk** 01473 786 610