

Date Form Approved by Customer: _____
Approval on file – see employee: _____

THE FLOWER CART GROUP MATERIAL INTAKE RECORD

The following information is required in order for us to receive, store and process your material properly.

Customer that is shipping the material to us: (your name, company name) _____

Phone number to contact if there is a problem with your shipment _____

Material: (what you will send) _____

Name and Address of Supplier (if different from customer) _____

Name of company or individual that usually delivers the material _____

Phone number (only to contact them if we have a problem with receiving as planned) _____

PRODUCT DESCRIPTION including Container/Packaging (e.g. cardboard case of 12 500 ml bottles, rolls of 1000 labels, 25 kg bag or 10 kg bucket)

Photo(s) supplied - Check if yes. Sample LOT #: _____

QUALITY ASSURANCE – Check if yes. (Discuss with us if you are not sure.)

Comes from a Credible Source. (If no, detail concerns) A Product specifications document is available.

Original packaging and label will be provided. This is a **FOOD PRODUCT**.

This is the intended purpose of the product. There is a Manufacturer's Best Before Date.

If for packaging food, this is food-grade material. A Certificate of Analysis is available.

CHEMICALS – Check if yes.

This product requires an MSD sheet. An MSDS is supplied.

ALLERGENS – Are any allergens present? If yes, check below to identify the allergen(s).

<input type="checkbox"/>	Peanut or its derivatives, e.g., Peanut - pieces, protein, oil, butter, flour, and mandelona nuts (an almond flavoured peanut product) etc. Peanut may also be known as ground nut .
<input type="checkbox"/>	Tree Nuts (almonds, Brazil nuts, cashews, hazelnuts(filberts), macadamia nuts, pecans, pine nuts (pinyon, pinon), pistachios and walnuts or their derivatives, e.g., nut butters and oils etc.
<input type="checkbox"/>	Sesame or its derivatives, e.g., paste and oil etc.
<input type="checkbox"/>	Milk or its derivatives, e.g., milk caseinate, whey and yogurt powder etc.
<input type="checkbox"/>	Eggs or its derivatives, e.g., frozen yolk, egg white powder and egg protein isolates etc.
<input type="checkbox"/>	Fish or its derivatives, e.g., fish protein, oil and extracts etc.
<input type="checkbox"/>	Crustaceans (including crab, crayfish, lobster, prawn and shrimp) and Shellfish (including snails, clams, mussels, oysters, cockle and scallops) or their derivative, e.g., extracts etc.
<input type="checkbox"/>	Soy or its derivatives, e.g., lecithin, oil, tofu and protein isolates etc.
<input type="checkbox"/>	Wheat, triticale or their derivatives, e.g., flour, starches and brans etc. Includes other wheat varieties such as spelt, durum, kamut, emmer etc.
<input type="checkbox"/>	Mustard or its derivatives, e.g., mustard seeds, mustard flour, ground mustard, prepared mustard etc
<input type="checkbox"/>	Sulphites , e.g., sulphur dioxide and sodium metabisulphites etc.
<input type="checkbox"/>	Others (as considered necessary)

Check if yes. **Customer knows how to properly identify the allergen on the customer's label for the final product.**

Date Form Approved by Customer: _____
Approval on file – see employee: _____

STORAGE REQUIREMENTS (please explain in detail, use more space as required)

HANDLING CRITICAL POINTS (please explain in detail, use more space as required)

MATERIAL INTAKE RECEIVING RECORD – for The Flower Cart Group use

Date Received: _____

Employee Receiving: _____

All customized information on this form is accurate - Check if yes:

- Supplier Delivery company Original label and packaging

Alternate name (supplier/delivery) _____

Amount received _____

LOT #(s): _____

- Product specifications document provided - **Check if yes.** Certificate of Analysis provided - **Check if yes.**

(Delete if no allergens)

Allergens must be identified - Check if yes:

- I have marked the product packaging in red (red marker or red sticker) and marked the name of allergen(s) beside it.**

Other relevant information, e.g., damage, soiling, etc. (Use separate paper if required)

- Photos taken? - **Check if yes.**

- QUARANTINED - Check if yes.**

Date released from quarantine for use: _____, **or** Date returned to customer: _____