Nutrapharm

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New Product Development Brief

New Product Information				
1	**Product Name**			
2	**Registration Status**			
3	**Product Function/Category** *(Sinus, Digestive, Weight Loss etc.)*			
4	**Product Dosage Form** *(Tablet, Capsule, Powder, Tincture, Syrup etc.)*			
5	**Active Ingredients and Dosage**			
6	**Active ingredients approved suppliers** *(Attach CoA's if available)*			
7	**Specific Actives and Excipients Raw Materials to be used** *(Specify supplier or preference if any and attach CoAs)*			
8	**Product Organoleptic Characteristics** *(Powder or Tablet Colour, Shape, Flavour etc.)*			
9	**Servings per Unit**			
10	**Potential Claims Required for Packaging** *(Sugar-Free, High Protein, Low Fat, Vegan, Halaal, Kosher etc.)*			
11	**Benchmarks if any** *(Products to match to)*			
12	**Product Primary and Secondary Packaging and Pack Size** *(Blister pack, Jar with Label, Tub with Shrink etc.)*	Primary	Secondary	Pack Size
13	**Product Target Cost**			

New Product Development Process and Policy

Research and Development

- The client will complete the Product brief which will outline all the requirements of the product(s).
- The Pharmacist will formulate a prototype formulation based on the details provided in the project brief.
- Rough unit costs will be given to the client to provide the client with an understanding of what they will be charged per product.
- If these costs are accepted by the client, the Pharmacist will source all unique raw materials based on the product brief. Once The raw materials have been received; prototype samples will be developed in line with the requirement of the product brief. The first two sets of samples which includes hours spent by R&D is given to the client free of charge.
- Unit Costs may be resubmitted to the client at this stage if changes to the formulation are required in the laboratory.
- Any further samples prepared after the initial two sets will be charged according to hours spend in R&D. This will be charged at a rate of R910.00/hour. The client will be billed for these hours after each sample set is given via a monthly invoice.
- Once the product is approved by the client, final unit costs will be provided to the client.

Product Testing

- The product must be tested for compatibility with the final product packaging.
- Any other tests can be arranged for the customer. These tests are conducted by external laboratories and will be charged to the client's account.
- Stability testing cannot be performed on site at Nutrapharm but is advised for any new product entering the market.

Trial Batch Manufacturing

- Trial batches will be charged for and costed once final formulations (including Actives, Excipient materials, flavours and packaging) have been approved.

Manufacturing

- Nutrapharm will send you a quotation for the manufacturing and filling costs per unit. To formally accept a quotation by Nutrapharm, the quote must be signed and dated by the client and returned to Nutrapharm via email. No project will commence unless formal acceptance of the quote is received by Nutrapharm.
- Once the quote is accepted and signed, a deposit of 50% of the quote is required to secure our production services. No project shall commence until the 50% deposit has been made and confirmed. The full balance of payment is required upon completion of production. Once the deposit is received, we will begin ordering raw materials. Please note deposits are payable subject to approved trading terms with Nutrapharm.
- Our production Minimum order is subject to the form of product being manufactured. Please enquire for further details.
- If Product development costs are not paid for by the customer, the intellectual property of the formulation developed by Nutrapharm will stay the property of Nutrapharm until a minimum of 10 000 units of the specific product has been invoiced to the customer.

Cost Validity

- Manufacturing costs are valid for a period of 6 months after which price increases will be implemented according to raw material and packaging price increases. Nutrapharm will inform the client of price increases after the 6-month period from the date of first order.
- If ROE's (ZAR/USD or ZAR/EUR) increase by more than 5% pricing will be subject to change.

If in agreement with the above terms and conditions of entering a new product development with Nutrapharm Manufacturing Industries, please sign below and initial each page of this document.

Signed at _____on this_____of_____ 20__ for and on behalf of_____.

Signed: _____

Name: _____