



Body Care Company Questionnaire

Company Name: _____

The following questionnaire is a requirement in order for Vitamin Cottage Natural Grocers to consider your company's body care line for approval. Also required is a full product sample (no mockups please), a completed submittal form, and a certificate of liability insurance. All questions need to be answered. Product will not be approved without this completed questionnaire and above requirements. Feel free to include any other information that you feel is pertinent.

1. Has the manufacturer been certified by a third party such as NNFA, NSF, USP?
2. Are you listed as a GMP Certified Company? Has the manufacturer if separate and your facility been audited for GMP if not listed as GMP certified?
3. If not listed as a GMP Certified Company outline below the quality steps taken both in manufacture and distribution. Some questions to answer are: How does the manufacturer quantify quality standards? Who sets the standards of quality that are in place? What is done about contaminants of raw material and finished product?

4. Do you manufacture your own products?
5. How often is the manufacturing equipment cleaned?
6. How are raw materials handled (by your manufacturer if you don't manufacture yourself)? Is there vendor certification? Does the manufacturer verify the certificates of analysis of the raw materials?
7. What is your preservative system? What percentage of the formula is it? Do you use preserved raw ingredients and if so, do you fully disclose this?
8. Who does your formulating? What kind of credentials do they have?
9. Do you code or mark expirations on your product? If coded, how is it decoded? What is the expected shelf life?
10. What kind of quality testing is performed? Please provide sample data pertinent to product being submitted for approval. An example would be an HPLC, UV/VIS, GC etc. Is there a finished product approval process?
11. Do you perform your own quality testing in an in-house lab or do you use a contract lab? Who sets the standards of quality of each product and what are the standards? Feel free to use a separate sheet if needed.
12. What kind of warehouse controls do you have?

13. Do you have liability insurance? We require a minimum \$2 million policy to be on file with our company and updated yearly. It must cover all products that you sell. If mailed separately please send attn: Jacque Wick.
14. What kind of return policy does your company have? At Vitamin Cottage we have a 100% return policy and expect the same from our vendors.
15. Does your product contain herbs that are imported from China?
16. If your product contains herbs that are imported from China, how do you guarantee that they are not contaminated? What third party testing is done on the initial herbs? What finished product testing do you do? **ALL TEST RESULTS MUST ACCOMPANY THIS DOCUMENT. Failure to provide this documentation could result in your product or entire line being denied approval, even if we have previously carried the product or other products in the category.**