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| **COMPANY NAME :**  |  |
| **PRODUCT NAME :** |  |
| **PRODUCT REFERENCE CODE :** |  |
| **PACK COPY COMPILED BY :**  |  |
| **DATE PACK COPY COMPILED :**  |  |
| **PACK COPY CHECKED BY :** |  |
| **DATE PACK COPY CHECKED :**  |  |
| **PACK COPY RELEASED TO ARTWORK BY :** |  |
| **DATE PACK COPY RELEASED :**  |  |
| **DESIGNER/PRINTER PACK COPY RELEASED TO :**  |  |
| **DRAFT ARTWORK TO BE RETURNED TO :** |  |

|  | **Pack Copy Text of Wording Required**  | **Reference Documents/ Source of Information** | **Pack Copy**  **Cross Checked**  |
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| **Brand/ Range Name** |  |  |  |
| **Primary Product Title**  |  |  |  |
| **Secondary Descriptor or Sub Descriptor**  |  |  |  |
| **Legal Title**  |  |  |  |
| **Marketing Statements** Ensure the statements made about the product, ingredients or production process are TRUE & ACCURATE |  |  |  |
| **State any provenance or raw material statements required**  e.g. Spanish Olive Oil/ Welsh Milk/ Sicilian Lemon |  |  |  |
| **State any Origin Logos/ Flags/ Icons required (e.g. National Flag; PGI; Organic/ Vegan)** |  |  |  |
| **Product Weight or Volume****State if the e-mark is required (average weight packing regulations)** |  |  |  |
| **Serving Size or Statement that Pack Serves “x” Many people** **(if required)** |  |  |  |
| **State Size & Location of Best Before Print Area needed** |  |  |  |
| **Storage Instructions** **(Including Storage Temperatures, Storage Conditions & Defrosting instructions if applicable)** |  |  |  |
| **Storage Statements / Flashes / Icons e.g. suitable for Home freezing****(State which face of the packaging this should appear on)** |  |  |  |
| **State any Usage Instructions Required**  |  |  |  |
| **Ingredient Declaration including percentage figures for all ingredients which require QUID to be declared** |  |  |  |
| **Confirm Allergens which are required in bold text or otherwise highlighted for FIR compliance** |  |  |  |
| **Allergen statement in correct format** |  |  |  |
| **State any Allergen Alibi Statement required (e.g. produced in a factory that handles nuts)** |  |  |  |
| **Free From Statements Required** **e.g. Gluten Free/ Dairy Free or No Artificial Ingredients etc** |  |  |  |
| **“Suitable For” Statements or Logos Required** **e.g. Vegetarians/ Vegan/ Coeliac Society** |  |  |  |
| **Nutritional Information****State if required in table or linear format****Include information per serving / potion size if required** |  |  |  |
| **Front of Pack Nutritional Scheme (e.g. Traffic Lights/ABCDE)** **State figures and colours required/ to be highlighted****Include serving size if to be used on packaging** |  |  |  |
| **Nutritional Statements/ Flashes/Icons** **e.g. High In x / A source of x** |  |  |  |
| **Hazard Statements /Important Warnings** **(e.g. may contain bones/contains stones/contains alcohol)** |  |  |  |
| **Barcode Number**  |  |  |  |
| **Business Address Information** |  |  |  |
| **Website or Social Media Contact Information** |  |  |  |
| **Recycling Information for all the relevant packaging components**  |  |  |  |
| **On Pack Photography**  |  |  |  |

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| **Signature of Person Originating Pack Copy Information** |  | **Signature of Person Cross Checking Pack Copy Information** |  |