

What we need *to start.*

One product line, up to 15 SKUs. We send a private upload link once the pilot is agreed.

WHAT TO UPLOAD

Item	Required?	Notes
[] SKU list for the chosen product line (up to 15)	Required	Name, size, SKU code
[] Supplier spec sheets or invoices for each packaging piece	Required where you have them	Jars, lids, labels, pouches, cartons, mailers, fill
[] A photo of each packaging piece	Required	One photo per piece, flat on a table
[] Kitchen-scale weights for pieces with no spec sheet	Required for those pieces	Use our one-page weighing guide
[] Units sold by state for the reporting year	Required if you have it	Totals by state only
[] How you ship to customers and retailers	Helpful	Mailers, fill, cases per pallet
[] Who to ask questions while we work	Required	Name and email

WHAT COUNTS AS "ENOUGH" TO START THE CLOCK

Intake is complete when every **required** line above is in the folder. The 3-business-day delivery clock starts then.

1. We check the folder within one business day and email you either "complete, delivery by [date]" or a short list of what's missing.
2. If something is missing, the clock waits until it arrives.
3. If more than a third of the pieces have no weight, we deliver the gap list and weighing guide first, and finish the workbook once weights come in.

PLEASE DON'T SEND

- Customer names, addresses or order exports
- Passwords or portal logins
- Payment or bank details

If any of these arrive by mistake, we delete them and let you know.

NO SPEC SHEET? NO PROBLEM.

Weigh the empty piece on a kitchen scale using our one-page weighing guide. Anything we can't confirm is marked as an estimate or missing, never as confirmed.