

<b>1. basic information</b>			
1.1 product (lip balm, solid deodorant, bodycare...)	_____		
1.2 expected order quantity	_____		
1.3 requested delivery date	_____		
1.4 budget	_____		
<b>2. primary packaging</b>			
2.1 packaging	0 classic lip balm stick	0 push-up modell	0 jar
	0 backfilling twist up	0 topfilling twist	0
2.2 packaging material	0 plastic	0 cardboard	0 glass
	0 aluminum	0	
2.3 filling quantity	_____		
2.4 sourcing of packaging	0 by KHK	0 by customer	
<b>3. finishing (by KHK)</b>			
	0 direct print	0 label	0
<b>4. secondary packaging</b>			
	0 not requested	0	
	0 by KHK	0 provided by customer	
<b>5. formula</b>			
5.1 formula development	0 by KHK	0 existing formula / adaption of formula	
5.2 bulk production	0 by KHK	0 by customer	
5.3 purchase of raw materials	0 by KHK	0 by customer / partially provided	
5.4 natural cosmetics compliant	0 yes, inaccordance with:	0 no	
5.5 vegan	0 yes	0 no	
5.6 sun protection factor	0 yes, protection factor:	0 no	
5.7 key ingredients	_____		
5.8 ingredients not to be included	_____		
5.9 batch code	0 by KHK	0 by customer	0 upon agreement
<b>6. documentation</b>			
6.1 notification	0 KHK	0 by customer	0 upon agreement
6.2 safety assessment	0 KHK	0 by customer	0 upon agreement
6.3 epicutaneous test	0 KHK	0 by customer	0 upon agreement
6.4 proof of efficacy requested (claim)	0 yes	0 no	0 upon agreement
6.5 audit at KHK	0 yes	0 no	0 upon agreement
<b>7. next steps</b>			
7.1 project meeting	0 by phone / video	0 at KHK	0 at customer
7.2 formula sampling + optionally primary packaging			
7.3 price calculation + further project planning			
<b>8. your contact details</b>			
company details:	_____		
contact:	_____		
phone:	_____		
email:	_____		