



<b>Ref: (Office Use)</b>	
<b>Date</b>	
<b>Name (required)</b>	
<b>Job Title</b>	
<b>Phone number (required)</b>	
<b>Email address (required)</b>	
<b>Company name</b>	
<b>Trading name (if different from above)</b>	
<b>Company registration number</b>	
<b>Business Trading Address</b>	
<b>Description of establishment:</b> Manufacturing, catering, processing, wrapping, cold storage	
<b>Type of products:</b> Meat products, meat preparation, fish products, dairy products, egg products	
<b>Customers:</b> Other manufacturers, distributors, caterers, retailers, the public customer database	
<b>Amount</b> Kg or litres per week % sales	
<b>Process description:</b> Brief description of all stages, from delivery to final product and distribution	
<b>Documentation:</b> What documentation do you currently have in place, thus, HACCP, policies, procedures, traceability, product, labels, supplier and client list, and monitoring records? Please provide these when submitting the form.	
<b>Staff</b> Number of staff, level of training,	



**Laboratory testing:**

Are you currently doing this? If yes provide all results.

**Structure description:**

Briefly describe your premises, noting designated areas. Attach photos and the plan of the premises if possible.

**Additional details:**

Use this space to add any further information you wish to.

Please email this form with all attached documents to [hello@eKatering.co.uk](mailto:hello@eKatering.co.uk)