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| **Cornell University ("Cornell")**  **Project Manager**:  **Department**: Food Science  **Address**: 411 Tower Rd, Stocking Hall  Ithaca, NY 14853-7201    **Phone**:  **Email**: | **Product Supplier ("Client")**  **Client Contact**:  **Client’s Company Name**:  **Address**:    **Phone**:  **Email**: |
| **Payment Schedule:**  Monthly invoices will be sent by the 5th day of each month. | **Duration of Agreement**: DD/MM/YYYY – DD/MM/YYYY  *(The total number of days spent in the in FPDL under this agreement may not Exceed 100)* |
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| **Schedule A: Project Scope**  Description:  Equipment to be used by client: | |

**Terms and Conditions**

**Artisan Cheese Maker/Dairy Products Company Responsibilities to FPDL are:**

1. To adhere to all GMP’s , SOP’S , FPDL Brush Color Coding and plant safety requirements
2. To work with FPDL manager to schedule the production at least two weeks before
3. To bring all necessary ingredients and packaging. If milk will be purchased from Cornell, a 1 week notification is required.
4. Provide samples for raw milk analysis
5. Provide samples of the dairy product for the coliform test
6. All the dairy products in the cooler needs to be labeled
7. Payment of bill within 30 days of billing date (late fees will be added after 30 day period).
8. Any recall will be the responsibility of the artisan and all costs for such recall will be borne by the artisan.
9. Have a business plan in place within 90 days that has been reviewed and found feasible, with the goal of the artisan to build sales, marketing and a customer base and moving into their own plant within 12 months
10. Will be allowed access to the plant during PLANT HOURS ONLY, unless other approved arrangements are made ahead of time. Exceptions will include maintenance of cheese in aging caves and processing day
11. To have monthly meetings for a good communications between the two parts
12. clean the production area and the environmental room after use
13. FPDL must be informed with all the changes
14. To provide all the recipes for the products made in FPDL
15. To bring his own molds for the cheese production?

**Food Processing and Development Laboratory Responsibilities are:**

1. To provide legally pasteurized milk to the vat
2. To provide all training in safe chemical handling, SSOP, FPDL Brush Color Coding and GMP training specific to the plant
3. To have monthly meetings for a good communication between the two parts
4. To provide billing in a timely manner
5. To provide basic support during the time the artisan is in the facility
6. Advance notice will be made before the contract will come to an end
7. To provide the results from the tests
8. To make attempts to get student help for artisans, but cannot be guaranteed as this is solely based on student schedules
9. FPDL will provide advance notice with information about any equipment price changes
10. FPDL will provide racks in the environmental rooms?
11. FPDL will provide access to the plant and environmental rooms

*NOTES:*

* We STRONGLY encourage customers to bring ALL of their ingredients with them. Cornell reserves the right to change these prices based on the specifics of any particular project.
* There is an additional charge for parking, shipping, and any packaging containers used.
* Rental of freezer or refrigeration space available. Inquire about rates.

Based upon the project description, we will provide you with a cost estimate and that you agree to pay Cornell for the services rendered. Further, you agree to abide by the FPDL Policy and will also adhere to any and all applicable federal, state, and local safety and security rules and regulations. Finally, client must complete and sign all forms prior to working at Cornell.

AGREED:

# CORNELL UNIVERSITY

BY: BY:

Print name: Print name:

TITLE: TITLE:

DATE: DATE:

Company \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

BY: BY:

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