

Sampling Policy and Procedures

- Fill out [Sample Request Form](#) with pertinent information
- Email form to: samples@foodprocorp.com:
- Sample manager submits to the Broker / Manufacturer
- INDIAN RIDGE and HOFFMAN MEATS require a separate form located on the Employee Portal. (cc buyer for IR and Hoffman Meats).
- Once the sample is in, sample manager will notify you that the sample is ready. Samples will be removed from the staging area and will NOT be available if they are not picked up / shipped within TWO WEEKS from the time the notification is sent that they are ready. For sample requests including multiple brokers / vendors, the TM requesting the sample is responsible for contacting the brokers / vendors to speed up the process of obtaining the sample, if needed.

Receiving your Samples:

To pick up samples at FoodPRO: Call in to Express Pick Up to inform them that you are coming to receive your sample. The Express Pick Up staff needs **1 HOUR NOTICE** to prepare your sample for you. This works similar to a will-call order. THERE are no “99’s” in the sample world. Sample pick-ups do not require to be requested on the hour. Just one hour’s notice is sufficient.

To have samples shipped: Call in to Express Pick Up to request that they be shipped. This must be done **by 2:00pm two days prior** to shipping. This will ensure that the samples arrive when they are needed. Basically, a BY2 SKD basis.