



Cooperative Extension Service Extension Food Technology

Department of Extension Home Economics,
College of Agricultural Consumer and Environmental Sciences
P.O. Box 30003, MSC 3AE
Ship To: 940 College Drive, Gerald Thomas Hall Room 312
Las Cruces, NM 88003-8003
Tel: 575-646-1179 Fax: 575-646-1889 Email: naflores@nmsu.edu

Process review of commercial food product service request

1. Please complete this form. Print a copy for yourself. Email/Post mail to submit.

Company name _____ Contact person _____
Phone () _____ FAX () _____ e-mail _____
Physical address _____ Zip _____ County _____
Information can be sent (*check one*): via email? _____ Post mail? _____ Date submitted _____
Date needed* _____ Date NMSU EFT received _____ Date Completed _____
Service requesting: **Process Review \$100** ___ **HACCP validation \$50/hr** ___ **Other** _____
Total cost of service (s) \$ _____ Amount Received \$ _____ *Add invoice amount per product*

** Please allow 10-14 days after complete file is submitted. Please note that we can only accept cash or check, no credit cards.*

2. Confidentiality Agreement

We will hold materials that you provided us as confidential if they are noted as such. However, if a court requires us to furnish this information through a subpoena or a court order, we do so without liability to the regents of New Mexico State University Cooperative Extension Service or their employees, staff or faculty.

This agreement shall not apply to any information which is (i) in the public domain, (ii) previously known to us or (iii) furnished to the signatory by a third party having the bona fide right to do so.

I have read and understand this letter and accept this confidentiality agreement.

Authorized company representative (print): _____

Signature _____ **Date:** _____

Accepted By: NMSU Cooperative Extension Service- Food Technology

Signature: _____ **Date:** _____

Nancy C. Flores, Ph.D.; NMSU Extension Food Technology Specialist

3. SEND information and product by private shipper (UPS, FedEx) or US Post mail to:

- ✓ Send completed forms,
- ✓ payment made out to NMSU Extension Food Technology and
- ✓ two samples of *final Commercial* product to:

Nancy C. Flores, Ph.D. Extension Food Technology Specialist
New Mexico State University Gerald Thomas Hall Rm 312
940 College St. Las Cruces, NM 88003
PH: 575-646-1179 FAX: 575-646-1889

Company name: _____ Date: _____
(Optional sheet for any additional information)