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WELCOME TO MAYFIELD LABORATORIES

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Introduction

Thank you for contacting Mayfield Laboratories regarding your proposed project.

Founded over 45 years ago, Mayfield Labs remains a family owned and run business. During this time, we have built a wealth of experience and have an enviable reputation within the industry. We pride ourselves on delivering consistent quality, solutions and customer care. These traditional values are supported by the latest developments in technology.

We work closely with all our customers to ensure that the finished product fulfils their expectations and satisfies their requirements. We share the enthusiasm for something new and exciting and are an integral part of the journey from concept to consumer. Mayfield Laboratories treats every new client and every new product as unique and deserving of individual time and attention. We have strict professional standards and are proud to be certified with both ISO 9001:2015+A1:2024 and ISO 22716:2007 GMP. We work to ensure that the end result for our customer is the very best that it can be.

Mayfield Laboratories is part of Natural Looks Trading Establishment, which owns a successful and expanding chain of international retail outlets. Natural Looks, "*Famed for Fragrance*", specialises in luxurious, naturally inspired toiletries, fragrances, hair and skincare products. These are all manufactured at our factory here in Devon, UK and shipped worldwide.

We look forward to supporting you in bringing your ideas and concepts to life and entering the marketplace.



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What we do

Mayfield Laboratories maintains a full research and development laboratory capable of accepting complex product briefs. Our laboratory can develop new products either by following an existing formula or by creating something completely new based on a specific product brief. The laboratory can undertake all the necessary testing and compliance required to meet worldwide cosmetic regulations including for Europe, USA and Asia.

All products developed comply with Cosmetic Regulations (EC) No. 1223/2009 and subsequent amendments. EU and Post Brexit UK regulations, require that all products are legally required to have successfully obtained a Cosmetic Products Safety Report (CPSR). In addition, a Product Information File (PIF) must be created and the products will need to be registered onto the Cosmetic Products Notification Portal (CPNP) for sale in both the EU and the UK, prior to being placed on the market and a Submit Cosmetic Product Notification (SCPN) Post Brexit if the product is only to be sold in the UK.

We are able to provide you with the contact details for specialists who are able to assist you in these areas.

We are very much aware of the challenges that face new Brand Owners entering the market or existing owners planning to launch additional items into their range. One of the key issues is always Minimum Order Quantities and so we offer a **minimum order quantity of 250 pieces per filled product or 25kg for bulk supply** as a springboard to help to get you started. This is available for a limited period only and is not intended to be an ongoing facility – of course the aim is for growth and we can support in this too.

All packaging, including labels, are supplied free issue by the customer. However, if you require assistance in sourcing suitable packaging, we will be pleased to work with you to find the perfect showcase for your product. We are also keen to support you in your selection process to ensure that items chosen to not present either of us with operational issues or challenges in terms of the Compatibility Testing process.

Where a request is made for raw materials to be included in the formulation which we do not currently stock, we are happy to source this and use it in development. When you place your first order, we will buy the smallest pack size of this material to cover the requirement. You, the customer, will take financial responsibility for the balance of this stock. It will be charged to you as 'Excess Raw Material (ERM)' and we will provide full details of the breakdown on this and hold the excess stock here for you. For future orders, we will credit back the value of ERMs used that you have already paid for.



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Overall time frame

Overall development and production times will vary dependent on the complexity and number of products under development. As a guideline you should allow approximately three months for final sample approval/sign off after acceptance of the brief.

Following the approval of the final sample, the following steps will be required:

Step 1: Challenge Test (4-6 weeks) if necessary depending on the product type.

Step 2: Compatibility Test (12 weeks) if requested.

Step 3: Stability Test (12 weeks) starts after successful completion of 50% of the Challenge Test process.

The timing for the delivery of raw materials and packaging from date of order is always difficult to predict as the markets are very fluid. A target timeframe is usually 8-12 weeks but until final orders are placed this cannot be confirmed and could be significantly shorter or longer.

Production will normally take 6-8 weeks from receipt of order/proforma payment, dependent on delivery of all raw materials and packaging materials and the workload of the factory at the time.



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We recommend that when starting with a new concept from scratch, it is advisable to allow for a timetable covering 10-12 months from the initial pitch of the idea to getting the finished product into the marketplace.

Fee Schedule – How much will this cost?

For all product development we charge a development fee. This fee is dependent on the complexity of the product or products to be created and the specific sum is advised on receipt and consideration of the product brief. The fee is payable at the outset of the project and covers accepting the brief, research and development and providing up to three iterations to achieve approval.

The below Schedule of Fees provides details of the costs that are incurred at each subsequent stage in the process of preparing the approved product for market.

Stage 1 For Product Development with up to three iterations	From £500 to £1000 per product depending on the product type and level of complexity.
Stage 2 Challenge, Stability and Compatibility Testing	Challenge £200 per variant Stability £180 per variant Compatibility £110 per variant
Stage 3 CPSR (Cosmetic Product Safety Report)	£200 per variant
Stage 4 Preparation of PIF (Product Information File)	£200 per variant
Stage 5 Establishment of Responsible Person status together with EU and UK Portal Registration	Specialist contact details can be provided on request.
Additional Compliance Assistance	
Label Compliance Check	£100 per product
Regulatory/Compliance/Claims review and advice	Specialist contact details can be provided on request.
Claim substantiation and specific product trials	Specialist contact details can be provided on request.



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Briefing Forms – What will Mayfield need to know from me?

We believe that the more information we have at the start of the process, the better our chances of achieving your objectives will be.

To assist you in this process we may ask you to complete a Product Brief document and return to us together with any benchmark products that are relevant.

Unless you have already selected the fragrance you require, we recommend that you contact a suitable Fragrance House and obtain their assistance. We are happy to provide you with contact details for a number of companies that are able to help you in this area.

Legal Documents

We can provide the following documentation if required:

1. A Non-Disclosure Agreement for signature and return.
2. A Standard Trading Agreement for signature and return.