

Corporate Brand Addendum to Standard Vendor Agreement

(February 2016 Version)

This Corporate Brand Addendum to Standard Vendor Agreement (this “**CB Addendum**”) is by and between Kroger and Vendor and amends and supplements the terms and conditions of the Standard Vendor Agreement (“**SVA**”, and together with this CB Addendum, this “**Agreement**”) entered into by and between Kroger and Vendor as of the Effective Date. Capitalized terms not otherwise defined herein will have the meanings assigned to them in the SVA.

Introduction

Scope

The terms and conditions of this CB Addendum amend and supplement the terms and conditions of the SVA and apply to Vendor with respect to the provision of Kroger’s Corporate Brand Products described in **Exhibit A** attached hereto, as may be amended from time to time by Kroger (for purposes of this CB Addendum “**Products**”). This CB Addendum is effective as of the Effective Date of the SVA and applies to any shipment of Products made by Vendor to Kroger from and after the Effective Date.

Execution of CB Addendum

By its execution of this CB Addendum, Vendor acknowledges its acceptance of the terms and conditions contained herein and represents and warrants that Vendor’s execution and delivery of this CB Addendum to Kroger has been duly authorized by all necessary corporate or other action on the part of Vendor. Vendor will promptly deliver an executed original of the signature page of this CB Addendum signed by a person of authority representing Vendor to the Kroger Corporate Brands Department, but in no event later than fifteen (15) days after Vendor’s receipt of this CB Addendum. If Kroger does not receive an executed signature page from Vendor within this timeframe, Vendor's shipment of Products in response to Kroger’s Purchase Orders for Products, whether electronically, orally or hard copy generated, constitutes Vendor's unconditional acceptance of this CB Addendum.

General Terms and Conditions

Purchase Orders

The legal basis for Kroger's purchase of Products is set forth in Kroger Purchase Orders and in this Agreement.

Unless Vendor and Kroger have executed a written amendment to the P.O. Terms and Conditions, the P.O. Terms and Conditions apply to every purchase of Products by Kroger from Vendor. If there is an inconsistency between the terms and conditions contained in this Agreement (including the P.O. Terms and Conditions) and the terms and conditions contained in other documents relating to the business to be conducted between Kroger and Vendor, the terms and conditions of this Agreement, (including the P.O. Terms and Conditions), will prevail unless the conflicting document provides otherwise and is signed by both Kroger and Vendor.

Specifications

Vendor will manufacture and supply Products under Kroger Trademarks (defined hereunder) in strict compliance with the specifications for the Products set forth in **Exhibit A** attached hereto and incorporated herein, as may be amended from time to time by Kroger ("**Specifications**").

Vendor will be responsible for, without limitation, the sourcing and warehousing of raw and packaging materials, ingredients, compounding, component preparation, incoming and outgoing food safety control, incoming and outgoing quality control, fabrication, filling, inspecting, labeling, packing, packaging and/or warehousing of Products and any part thereof, as well as associated activities, in accordance with the Specifications and the terms and conditions of this Agreement. Vendor will not make any change to the Products or Specifications, including, without limitation, the raw or packaging materials, ingredients, any portion or component of the Products ("**Materials**"), formula, the production process, the production equipment or the production location(s) relating to Vendor's performance of any Kroger Purchase Order for Products unless and until Vendor has obtained Kroger's prior written consent. Kroger will be entitled to reject any such change, in its sole discretion.

Supply Of Materials

At Kroger's option, Kroger may supply, or arrange for supply of, certain Materials for Vendor. Such Materials will be used solely for Kroger and in no case for third parties or Vendor's affiliates without Kroger's prior written consent. Prior to the use of any Materials in the manufacturing of the Products, Vendor will, at Vendor's expense, test such Materials for compliance with the Specifications. Nothing herein will relieve Vendor of any of its obligations under this Agreement or otherwise with respect to the Products, all of which will remain absolute, nor constitute a waiver by Kroger in any respect.

Vendor Compliance

At all times while providing Products to Kroger, Vendor and its production location(s) must comply with the Kroger Corporate Brand Vendor Certification Policy attached hereto as **Exhibit B** and incorporated herein (“**Vendor Certification Policy**”). Vendor may not assign or otherwise transfer any of its rights or delegate any of its obligations under this Agreement.

Upon reasonable notice by Kroger, Kroger and its representatives may periodically audit Vendor's production and storage location(s), books and records at Vendor's expense to ensure compliance with the Vendor Certification Policy and the terms and conditions of this Agreement.

Kroger Trademarks

Kroger hereby grants to Vendor a limited, non-exclusive, non-assignable, non-transferable, royalty free license and right to use the trademarks, trade names and trade dress of Kroger identified on **Exhibit C** attached hereto (“**Kroger Trademarks**”) solely in connection with the manufacturing, packaging and labeling of Products for Kroger. Vendor will use the Kroger Trademarks only as authorized by this Agreement and for no other purpose without Kroger's prior written consent. Without limiting the above, Vendor will not (i) grant a sublicense to any third party, including any affiliate or subsidiary of Vendor, (ii) use the Kroger Trademarks to manufacture products for, or to supply products to, any third party; or (iii) use the Kroger Trademarks after Kroger terminates the license hereunder by written notice to Vendor. Vendor recognizes and acknowledges that all right, title and interest in and to the Kroger Trademarks is vested in Kroger and use of the Kroger Trademarks on the Product will inure solely to the benefit of Kroger. Vendor further agrees never to challenge, contest, or question the validity of Kroger's ownership of the Kroger Trademarks, or any trademark applications or registrations for the Kroger Trademarks.

All packaging materials, advertising, merchandising and promotional materials bearing the Kroger Trademarks must be submitted to Kroger for approval prior to such use, which approval shall not be unreasonably withheld or delayed. No such approval shall be deemed to be an admission by Kroger that the item approved complies with applicable laws and regulations. In the event Vendor received notice of disapproval as provided herein with respect to any item, it shall not use such item until the reason for disapproval has been remedied to the satisfaction of Kroger. Once an item has been approved by Kroger, Vendor will make no change in the item without the prior approval of Kroger.

Kroger hereby assumes all responsibility for and agrees to indemnify, defend, and hold Vendor harmless from and against any and all losses, liabilities, penalties, fines, claims, suits, expenses (including Vendor's reasonable attorneys' fees incurred in the defense of any action against Vendor) or other damages whatsoever arising from any third-party claim to the extent arising out of or relating to infringement or an alleged infringement of the intellectual property rights of a third-party as a result of Vendor's authorized use of the Kroger Trademarks in accordance with the terms and conditions of this Agreement.

In the event Vendor is named as a party in any action or proceeding relating in whole or in part to its use of the Kroger Trademarks, Vendor agrees to promptly notify Kroger, and Kroger, at its discretion, shall have the right to intervene in any such action or proceeding and control and direct the defense thereof at its sole cost and expense, including the right to select defense counsel.

Ownership of Intellectual Property

As used herein, any inventions, developments, processes, methods, formula, specifications, ideas, trade secrets, know how, discoveries are collectively referred to as “**Intellectual Property**.” All Intellectual Property relating to the Products and provided by Kroger shall be “**Kroger Intellectual Property**,” while all Intellectual Property relating to the Products and provided by Vendor shall be “**Vendor Intellectual Property**.” Any Intellectual Property which is conceived, reduced to practice, discovered, invented and/or developed pursuant to or as a result of this Agreement, whether by Vendor, by Kroger, or jointly by Kroger and Vendor, and relating to Kroger Intellectual Property, will be owned solely by Kroger. Likewise, any Intellectual Property which is conceived, reduced to practice, discovered, invented and/or developed pursuant to or as a result of this Agreement whether by Vendor, by Kroger, or jointly by Kroger and Vendor, and relating to Vendor Intellectual Property, will be owned solely by Vendor. The Parties agree to do any and all acts, and to execute any and all instruments, that may be reasonably requested by the other party to secure ownership rights of the Intellectual Property addressed above.

Intellectual Property Indemnification

Each Party (“**Indemnifying Party**”) shall defend, hold harmless and indemnify the other party (“**Indemnified Party**”) from and against any and all claims, liabilities, judgments, losses or damages (including reasonable attorneys’ fees) resulting from or arising out of any infringement, misappropriation, violation or misuse of any Intellectual Property rights (collectively, “**Infringement Claim(s)**”) asserted by any third party against an Indemnified Party in connection with the use of any of the Indemnifying Party’s Intellectual Property.

If any action or proceeding (“**Claim**”) is threatened or commenced against an Indemnified Party that the Indemnifying Party is obligated to defend, hold harmless, or indemnify, then notice thereof shall be given to Indemnifying Party as promptly as practical, provided, however, that any delay by the Indemnified Party in giving such notice shall not constitute a breach of this Agreement and shall not excuse the Indemnifying Party’s obligation except to the extent, if any, that the Indemnifying Party is prejudiced by such delay.

After such notice, the Indemnifying Party shall be entitled, if it so elects in writing within ten (10) days after receipt of such notice, to take control of the defense and investigation of such Claim and to employ and engage attorneys of its choice to handle and defend the same, at the Indemnifying Party’s sole cost and expense. The Indemnified Party shall cooperate in all reasonable respects with the Indemnifying Party and its attorneys in the investigation, trial and defense of such Claim and any

appeal arising therefrom; provided, however, that the Indemnified Party may, at its own cost and expense, participate through its attorneys or otherwise, in such investigation, trial and defense of such Claim and any appeal arising therefrom. In any Claim the defense of which is controlled by Indemnifying Party, the Indemnifying Party shall not, without the Indemnified Party's prior written consent (which consent shall not be unreasonably withheld or delayed), compromise or settle such Claim if (i) such compromise or settlement would impose an injunction or other equitable relief upon any Indemnified Party, or (ii) such compromise or settlement does not include a release of the Indemnified Party from all liability relating to such Claim for which the Indemnified Party is entitled to be indemnified.

After notice by the Indemnifying Party to the Indemnified Party of its election to assume full control of the defense of any such Claim, the Indemnifying Party shall not be liable to the Indemnified Party for any legal expenses incurred thereafter by the Indemnified Party in connection with the defense of that Claim and any appeal arising therefrom. If the Indemnifying Party does not assume full control over the defense of a Claim, then the Indemnifying Party may participate in such defense, at its sole cost and expense, and the Indemnified Party may defend and/or settle the Claim in such manner as it may deem appropriate, at the cost and expense of the Indemnifying Party.

In addition to the foregoing, if an Infringement Claim arises from use of Vendor Intellectual Property in the Products, Vendor, at its own expense, will either (i) procure for Kroger, its successors, assigns, and customers the right to continue using the Products, (ii) replace the Products with non-infringing items, or (iii) only if options (i) and (ii) are impracticable, refund the purchase price of the Products and pay all related expenses.

Labeling and Packaging Indemnification

Vendor will protect, defend and indemnify Kroger, its parent company, divisions, subsidiaries and affiliated business entities and their respective employees, agents, officers, and directors (together, the "Indemnified Party") from and hold Indemnified Party harmless against all claims, demands, actions, liability, losses, damages, costs or expenses of any nature, including without limitation, reasonable attorney's fees, resulting from or arising out of (i) any claim that the Products are defective, negligently manufactured in any manner, or otherwise determined to be the cause of injury or death to persons, or damage to property, or both; (ii) any claim that the Products or the manufacture, sale or labeling of the Products fail to comply with any governmental requirement, or the labeling on any Products, or on or within the packaging for any Products, is false, misleading, deceptive, or inadequate in any manner; (iii) any claim that the Products should have been recalled pursuant to any governmental requirement; (iv) Vendor's negligence or willful misconduct in manufacturing, delivering, or supplying the Products; or (v) any claim, demand, action, suit or proceeding by any person, firm, governmental agency or corporation resulting from or arising out of (i) through (iv) above. This indemnification shall not apply if and to the extent that such injury, death or damage is directly caused solely by any of the following: (a) sale of Products by Kroger without packaging where

packaging is provided by Vendor and where such packaging contains the required labeling; or (b) gross negligence, or intentional wrongful acts or willful misconduct of Kroger. For avoidance of doubt, this indemnification provision is in addition to and supplements the SVA and the indemnification provisions contained therein.

Product Preparation

For General Merchandise Corporate Brand Product only, Vendor must register as a user with Kroger's nominated printer and agrees to use this company as a designated supplier of woven trim, labels, printed hang tags and price tickets. For General Merchandise Corporate Brand Product packaging, the non-compliance fee schedule found on the attached **Exhibit D** shall apply. For General Merchandise Corporate Brand Products, Vendor will be responsible for package design, illustrations, photography and pre-press costs, travel, lodging, and shipping costs, Vendor will sign a Packaging Estimate Summary, the form of which is shown on the attached **Exhibit E**.

For all other Kroger Corporate Brand Products, Vendor will be responsible for package design, illustrations, photography and pre-press costs, travel, lodging, and shipping costs, and Vendor will sign a Packaging Estimate Summary, the form of which is shown on the attached **Exhibit E**.

Product Disposition

Vendor will not sell or otherwise provide or deliver any Products or any part thereof containing Kroger Trademarks or Intellectual Property to any third party without Kroger's prior written consent. Outdated or unsaleable Products in the possession of Vendor must be destroyed and Kroger provided with proof of destruction. Short-dated food Products with less than adequate shelf life to sell through the normal Kroger distribution system must be donated to the local Second Harvest Food Bank. The appropriate Kroger Coordinated Category Management Representative must be notified of any other disposition request regarding Products or packaging and Vendor's request must be approved in writing by Kroger prior to Vendor taking any action contrary to the foregoing.

Contractor Status

Kroger and Vendor are and will always remain independent contractors with respect to each other, and nothing in this Agreement will be construed to place the parties in the relationship of partners, joint ventures, fiduciaries or agents. Neither Kroger nor Vendor is granted any right or authority to assume or to create an obligation or responsibility, express or implied, on behalf of or in the name of the other or bind the other in any manner whatsoever.

Termination

Kroger may at any time for any or no reason terminate its purchase of Products from Vendor. Kroger will endeavor to provide Vendor 90 days notice of termination in the event of termination without cause. During this notice period, Vendor will use its inventory of finished Products and packaging. Kroger may immediately cease all purchases from Vendor if

it has cause. Cause will exist upon the happening of any of the following events: (a) Vendor's sale or transfer of its business or manufacturing facility; (b) Vendor becoming bankrupt or insolvent or becoming unable to pay its debts when due; (c) Vendor's breach of any provision of this Agreement; or (d) Vendor's inability to provide adequate assurances that it can continue to meet all provisions of this Agreement. Except in the case of termination for cause, or as otherwise agreed to in writing between the parties, Kroger will purchase from Vendor 1) no more than two (2) months of finished Products and 2) no more than three (3) months of packaging from the date of notice of termination both based on the average monthly movement of Product for 2 months of the prior year. Any Products or packaging not used during the notice period or acquired by Kroger must be immediately destroyed or otherwise disposed of as approved in writing by Kroger. Also, no unused finished Products or packaging may be sold or closed-out without prior written approval by Kroger.

**CORPORATE BRAND ADDENDUM TO
STANDARD VENDOR AGREEMENT
SIGNATURE PAGE**

IN WITNESS WHEREOF, Vendor and Kroger have executed this CB Addendum as of the Effective Date.

VENDOR:

THE KROGER CO.

(legal name of entity)

a _____
(business entity type)

By: _____
(signature)

By: _____

Name of
Signatory: _____
(printed name)

Name of
Signatory: _____

Title: _____
(printed title)

Title: _____

Date: _____

Date: _____

Vendor Name as Shown on Invoice:

Vendor Taxpayer Identification Number (EIN/SSN):

PLEASE RETURN THE SIGNED ORIGINAL OF THIS PAGE TO YOUR KROGER REPRESENTATIVE AT THE FOLLOWING ADDRESS AND ALSO PROVIDE A SCANNED COPY VIA EMAIL TO YOUR KROGER REPRESENTATIVE:

Kroger Corporate Brands Department
3800 SE 22nd Avenue
Portland, OR 97202

Kroger Corporate Brands Department
1014 Vine Street
Cincinnati, OH 45202

EXHIBIT A

CORPORATE BRAND PRODUCTS

[EXAMPLE]

SKU/GTIN	Product Description
1111084898	Simple Truth Organic 1% Milk 8 oz.
1111084901	Simple Truth Organic Vanilla Milk 8oz.
1111084900	Simple Truth Organic Strawberry Milk 8oz.
1111084899	Simple Truth Organic Chocolate Milk 8 oz.

EXHIBIT B

KROGER CORPORATE BRAND VENDOR CERTIFICATION POLICY

(November 2010 Version)

OBJECTIVE

This Kroger Corporate Brand Vendor Certification Policy (this “Policy”) establishes requirements of The Kroger Co. and its affiliates and subsidiaries (“Kroger”) for a vendor (“Vendor”) of Kroger Corporate Brand Product (“Product”). These requirements are in addition to those set forth in Kroger’s Standard Vendor Agreement.

PROCEDURE

The following must be met in order to gain and maintain approval as a supplier of Product to Kroger:

1. Vendor Approval

Vendors are subject to review and approval by Kroger. Vendor will provide to Kroger any financial reports and information requested and must notify Kroger in the case of a change of control in ownership. Vendor may not assign or otherwise transfer any of its rights or delegate any of its obligations.

2. Product Approval

A. Food. Vendor must submit to Kroger’s Food Technology Department the Product target and samples of proposed new Product and line extensions, along with technical specifications, for Kroger’s approval. Vendor will pay Kroger’s and Vendor’s expenses associated with the actions determined by Kroger to be necessary to have an item approved, including but not limited to the cost of formulation, development work, analytical and panel testing.

B. General Merchandise. Vendor must have approval from Kroger General Merchandise Corporate Brands to add a new item bearing a Corporate Brand label. Vendor must submit to Kroger General Merchandise Corporate Brand samples for pre-production approval of materials, color, fit, and strike off. Vendor will pay for all costs associated with the transportation of samples and regulatory compliance testing.

3. Product Quality Audit

After Vendor and the Product have received initial approval, Vendor must submit samples from the first actual production run to Kroger for approval, and must receive approval, prior to any distribution of the Product to any location, including but not limited to distribution to sales and marketing representatives. Kroger requires consistent quality levels for Product.

4. Facility Approval

A. **New Vendor**: All facilities used by Vendor to manufacture Product must pass a facility audit conducted by a Kroger representative or a Kroger approved outside agent. Facilities must comply with all applicable laws, regulatory requirements, Kroger specifications and for food Products, FDA/USDA Good Manufacturing Practices. Costs associated with the facility audit are the responsibility of Vendor.

NOTE: At no time is an approved vendor to sub-contract the manufacturing of the Product to another supplier/manufacturer without prior notification and written approval by Kroger.

- B. **Product Line Extension:** Kroger, at its discretion, will determine whether a facility audit will be necessary for a line extension. If a facility audit is required, Vendor is responsible for costs of the facility audit.

5. **Food Safety/GFSI Certification**

Kroger requires that all Vendors that manufacture/produce Kroger Corporate Brand Product that are food products (to include pet food and edible pet toys) be GFSI certified. The Global Food Safety Initiative (GFSI) supports audit schemes that are focused on determining if food processing facilities are compliant with internationally recognized and accepted standards for food safety and quality. Vendor can choose to be certified under any of the approved GFSI audit schemes, such as, but not limited to BRC, SQF (Minimum-Level 2), IFS, and FSSC 22000. The GFSI certification MUST be maintained annually. Upon request, copies of these GFSI certification audits will be made available to Kroger.

6. **General Merchandise Quality Assurance.**

Vendors are required to provide the following data to Kroger:

- A. A current Product/Packaging Specification for the item(s).
- B. Quality and safety testing results for the item(s) from an independent, third party, accredited, non-governmental laboratory must be available.
 - (i) These test results should show a quality and performance criteria in agreement with Kroger Standard Testing Protocols.
 - (ii) Test results should show that the Kroger Corporate Brand Products meet all applicable regulatory and industry standards.
- C. Underwriter laboratory (UL) or Electronic Testing Labs (ETL) registration is required for all electrical items.
- D. All packaging and labeling of Products is in compliance with all applicable regulatory and industry standards.

7. **Problem Suppliers**

Kroger may designate Vendor as a “Problem Supplier” based on poor quality Product, loss of GFSI certification, excessive customer complaints, regulatory problems, lack of adherence to Kroger specifications, poor service levels, or other problems determined by Kroger in its sole discretion. Kroger will provide Vendor with written notice providing the reasons for designation as a Problem Supplier. The cost of added inspections, testing or reformulation necessary to correct the problem to Kroger’s satisfaction will be at Vendor’s expense. Vendor’s refusal to pay these charges or to correct the problem to Kroger’s satisfaction will be grounds for terminating Vendor as a supplier to Kroger.

8. **Approved Vendor Evaluations**

Kroger from time to time may deem it necessary to conduct subsequent plant or factory evaluations, Product audits, and/or grading trips at Vendor’s expense.

9. **Additional Vendor Responsibilities**

Vendors must:

- A. Provide Kroger with quality Product that meets all current specifications;
- B. Maintain facilities, products, records, and procedures that comply with applicable laws and regulatory requirements for food safety and quality;
- C. Have in place recall procedures acceptable to Kroger;
- D. Maintain adequate code dating, quality, and shipping records that ensure expeditious and successful withdrawal of nonconforming Product. Kroger strongly prefers that all Product be “Open Dated” and must approve any exceptions;

- E. Respond promptly with an appropriate explanation to information requests or questions by Kroger;
- F. Respond promptly and maintain records on all Product complaints identified by Kroger;
- G. Conduct and submit to Kroger timely Root Cause Analyses on all product withdrawals, product recalls, or ongoing quality problems as requested by Kroger.
- H. Report complaints or inquiries from any health or governmental authority regarding Vendor, its facilities or Product;
- I. Maintain finished Product and packaging inventories reasonably necessary to provide Kroger with an ongoing supply of Product per the agreed-upon order lead-time; and
- J. Keep Kroger fully informed of difficulties encountered or anticipated in quality, financing, production or shipping, which could result in claims, lost sales, profits or customer dissatisfaction.
- K. Conduct Social Compliance audits upon Kroger's request.
- L. Pay for Customer Approval Panels, which will need to be completed before a Product can proceed to the package design phase. The Kroger Representative will provide Vendor with a cost estimate for the Customer Approval Panel.

EXHIBIT C

KROGER TRADEMARKS

The following trademarks, trade dress and trade names apply to the Products provided by Vendor under this CB Addendum:

Simple Truth Organic (EXAMPLE)


EXHIBIT D

General Merchandise

Corporate Brand Non-Compliance Fee Schedule

Corporate Brand Packaging		
Base Fee		
\$100.00	Per incident	Note: The Base Fee is waived when Flat Fees are charged.
Hourly Fee		
\$45.00	Per hour	
Flat Fee*		
\$150.00	Per violation	Packaging color/image correction
\$1,000.00	Per violation	Packaging Data Integrity Violation
\$1,000.00	Per violation	Proofing process not being followed
\$5,000.00	Per violation	Merchandise shipped without passing third-party testing report or company override
\$5,000.00	Per violation	Failure to report a food or health/beauty aid merchandise recall prior to public press release
* This may be in addition to an hourly fee and may be administered on a per Kroger Purchase Order basis applicable to multiple Kroger Purchase Order shipments.		
Fee Collection		
<p>Kroger will deduct the amount due from any outstanding invoice. If there are monies due Kroger that have not been deducted within sixty (60) days, Vendor must pay by check. These amounts are in addition to, and not in lieu of, Vendor’s indemnification and other obligations to Kroger. Vendor agrees that all amounts set forth in this fee schedule are reasonable liquidated damages and do not constitute a penalty.</p>		

EXHIBIT E

<h1>Packaging Estimate Summary</h1> 		Date
The Kroger Company 1014 Vine St. Cincinnati, OH 45202		
Project	Client	
<h2>Packaging Design</h2>		
Design Exploration	Imaging/Outputs	
Design Implementation	Photography Art Direction	\$0.00
Design Refinements		
<h2>Photography</h2>		
Photography		
Food Stylist/Props/Food Stylist Assistant		\$0.00
Photo Touch ups		
<h2>Prepress</h2>		
Color work		
Separations		\$0.00
Final Files and proofs shipped to printer		
Expediting charges (if applicable)		
Additional fee of 25% is applied if this is requested. (must be approved by supplier) <small>be added at any portion of the job or ala carte to just specific sections.</small>		NOTE: This can \$0.00
Additional pre-press charges for items requested by printer		
This includes stepping, additional proofs, color keys, etc. This information is not available until our pre-press house has reached out to your printer and decided on the deliverables.		\$0.00
Corporate Brands Strategy Manager		* This is an estimate. Additional rounds of revisions WILL affect total cost *Additional file/proof requests from your printer will affect total cost *This does not reflect shipping cost.
		*Estimated Total
Corporate Brands Packaging Manager		\$0.00
<small>This summary should include all items in scope of project.</small>		

NOTE: This summary should be saved in a separate pdf file format before sending to a supplier.