



Coffee Partners

We are thrilled that you are interested in becoming a Coffee Partner with Small Batch Roasting, this is your access to a huge audience of coffee roasters both large and small. Whatever their size they all have one thing in common, they are all looking for amazing coffees!

“At Small Batch Roasting Supplies, we are dedicated to supplying the best quality coffees with the best possible service. This is done by offering our customers coffees in quantities convenient to their operation and at a speed that allows them to remain flexible”

In order to maintain the consistent quality and operation of our service to our end users, there are several basic protocols that we and our Coffee Partners must adhere to, for the benefit of all involved.

GENERAL TERMS & CONDITIONS

There are several general terms and conditions that we have in place that you should be familiar and comfortable with. Please ensure you read through these before proceeding.

WORKING TOGETHER

Protocols and conditions put in place to protect all parties and the customers interests:

SBR will guarantee to purchase the first 5kg/10kg bag from you (depending on the COFFEE GRADE), this will enable us to roast some, sample and blend with it if required. We are then in a better position to offer our own comments and notes against your coffee.

We will ensure your coffee is offered as much exposure through our mailouts as is possible and reasonable.

We are not able to guarantee selling the coffee, but we are very good at presenting the coffee to the right people and so offer you every chance to hit a wide audience through our site.

We may also look to buy from you directly if the roaster deems it to be suitable for their requirements in the SBR roastery – we will only advise on this after we have the product set up and after the first batch has been purchased and tested by us.

EXCLUSIVITY

We don't ask for exclusivity of your product, as we want you to succeed with greater product sales, however we do request that you do not intentionally approach SBR customers and offer to sell direct.

We also kindly request that you do not attempt to sell in smaller quantities than the original sack sizes, but instead if you have potential customers looking for smaller quantities, send them to the SBR website.

THINGS WE WILL NEED FROM YOU

In order to ensure we have everything at our disposal for the convenience of the customer, there are several items that you will be required to make available to us before the sales can commence:

We will require you to fully advise us of all the information as listed on the Coffee Partner Information Sheet. The more information we can offer about it, the greater the chance of its sale.

PROVENANCE

Our customers are always seeking the very best coffees available and often that is linked to the provenance that the coffees carry. It is therefore worth sending us as much information as you can about your farms/coffees/processing/families and any other social impact backstory you may have. These must be true and accurate and must be supported with photographic evidence where possible to do so.

CERTIFICATION

Where there are claims of your coffees being certified, we will require you to send through all accompanying documentation to prove this claim. We are not able to offer the claimed certification accreditation on our site unless we have seen sight of your certificates/subscriptions. In the instance of Fairtrade, your FLO-ID must be provided.

VISUALS

We require as many visual aids as possible, the more imagery we can add to your product, the better it will be noticed and purchased. We will keep these held on digital file for online use, therefore if there are any instances where privacy of anyone or anything is to be upheld, please ensure these images are not made available to us.

COFFEE GRADE

For the purpose of grading your coffee, we will require to know whether it scores above 84 on the SCA chart. This score will decide whether it is listed as a speciality coffee or a commodity coffee. Speciality coffees dictate a higher price, but are bagged in 5kg, where as commodity grade coffee is slightly lower in price but sold in 10kg bags.

STOCK

We will require to hold sufficient stock of your coffee(s) to ensure we are able to fulfil a minimum of one weeks expected order quantities.

Unless otherwise agreed, we will require your coffee to be in jute/hessian coffee sacks of 30/60/70kg sizes with clear marking for differential purposes.

We require that you free issue your coffee to our warehouse where it will be securely stored.

Your coffee will be stored securely and will be the responsibility of SBR to ensure no loss or damage. Any loss or damage suffered during storage will be covered by SBR at the agreed price.

The Coffee Partner is welcome (and encouraged) to visit the premises at scheduled dates to check stock and to speak with the team about its performance.

We will require to know roughly what stocks you have in the UK or being delivered to the UK. It will also be the responsibility of the Coffee Partner to notify SBR of the stock levels as they begin to get low. This will allow us to notify any repeat customers.

PRICING

During the initial meetings/discussions, your desired price/kg will be required. SBR will advise as to its likelihood of success based on the quality and this cost. Once agreed, it will be locked in to our system.

SBR will then mark-up this price to cover the costs of storage/handling/packing/shipping and profit.

The agreed price for your coffee will be noted on the Coffee Partner Information Sheet at the bottom of this agreement.

Pricing can be changed during the subscription to suit any discounts/increases as you wish, this price adjustment must be recorded with an amended Coffee Partner Information Sheet and can take up to a week to be adjusted on line.

PAYMENTS

SBR take payment for the sale of all coffees through the website digitally and there is an invoice recording system that allows the reporting of sales performance of each coffee.

Payments to the Coffee Partners are made digitally via bank transfer at the end of each week of availability of cleared funds from the buyers, into a nominated bank account as required to be recorded on the Coffee Partner Information Sheet. The amounts will be in multiples of the product volume (i.e. 5kg or 10kg bags at £5/kg would be paid in at £25 or £50 amounts)

TERMINATION

The coffee partner should give a minimum of 4 weeks' notice of their intentions not to renew their subscription for any reason. This allows adequate time to prepare any stock movement and to remove listing from the website.

The Coffee Partner has the right to terminate this agreement at any time, given the required 4 weeks' notice period in writing.

SBR reserves the right to terminate any coffee partner agreement at any notice period if the Coffee Partner is proven to be in breach of any of the terms or conditions contained herein.

The Coffee Partner will become liable for any removal arrangements/costs associated with any remaining stock after termination of this agreement.

ASSOCIATED COSTS

Becoming a Coffee Partner with Small Batch Roasting is done so on a subscription basis, we charge £80/year to list your coffee on our site and to actively promote it. The fee is a rolling 12-month subscription.

There are no refunds, full or partial if the Coffee Partner no longer wishes to proceed for any reason, this is simply because the fee is so small that it only just covers the administrative cost of putting the details of the partner online.

The Coffee Partner does not pay any other fees or costs, as all other costs are included in the sale price and passed on to the roasters.

It is also expected, unless otherwise agreed, that the Coffee Partner will ensure that the stocks of coffee required are delivered to the coffee warehouse at no cost to SBR.

ONLINE

Your product will be loaded onto the website as soon as all required details are available. This will then go live with immediate effect, we request that the Coffee Partner checks through the details, images and listing to ensure everything is present and correct. Amendments can be made with no additional costs being incurred.

PROMOTIONS

We will promote your coffee in our new COFFEE PARTNER pages of the website, we will also add it to the new arrivals section.

We will right and mail out to all subscribers about your coffee, which should generate a great deal of interest in your product. This will be done every 3-4months ongoing.

We will also socially promote it on the various social media channels that we operate including but not limited to: Instagram, Facebook, Pinterest, YouTube, Vimeo, Twitter and anywhere else we feel it may find recognition.

We would really appreciate it if the Coffee Partner would also help us to promote it online by sending potential customers to the website, or by re-posting social media posts. This all helps to generate greater interest in the product for everyone's benefit.

COFFEE PARTNER INFORMATION SHEET

Coffee Partner Company Name _____

Farm/Estate Name _____

Representative _____

Position _____

Partner Country of Origin _____

Coffee Details (Required) – for examples of these requirements, please visit www.smallbatchroasting.co.uk

ORIGIN: _____
CROP _____ (Year)
FULL REGION NAME _____
OWNER _____
ALTITUDE _____ (masl)
VARIETALS _____
HARVEST PERIOD _____ (months of harvest)
PROCESS METHOD _____ (natural/semi/washed/fermented/sun dried)
SCA SCORE _____ (Speciality / Commodity)
CERTIFICATION _____
CUPPING NOTES _____
ROASTING NOTES _____

AVAILABLE STOCK IN THE UK: _____ Bags

BAG SIZE: _____ KG

DESIRED PRICE/KG: £ _____ /KG (BRITISH POUNDS STERLING)

DESIRED SBR STOCK LEVEL _____ Bags

Please go through the checklist and ensure that all the required information has been submitted to avoid any delay in getting your coffee listed on WWW.SMALLBATCHROASTING.CO.UK

Certificate / Photographs / Backstory of the Farm / Social Impact Detail / Any Notable Innovation
Coffee Provenance / SCA Grade /

Nominated Bank Details:

Bank Name: _____

SORT CODE: _____ - ____ - ____ Account Number _____
SWIFT CODE _____ IBAN Number _____

Signed:

COFFEE PARTNER REPRESENTATIVE

SMALL BATCH ROASTING

Date

Date

