

GUIDE TO SUBMITTING RECIPES FOR YOUR CPSRs

This is a basic guide to provide advice on how you would normally submit your recipes to us – if you aren't sure about something, please just explain in your own words when you submit your recipes – there are no strict/fixed rules. If we need to get back to you to clarify anything, we are happy to do so. Also, if your recipes need tweaking for any reason, we will just contact you and get you to re-submit. There is no extra charge for this.

PLEASE NOTE: If you purchase a package, but do not submit all your variants at once, you can now submit some of your recipes now, and the rest later for free, providing they are all added within 3 months of the completed CPSR, and you don't exceed 2 submissions in total (i.e you submit one recipe bundle to start, then complete the recipes in a later submission). After this 3 month period, each variant will cost £30 + VAT to add.

In general –

- Please put your name and address at the top of your recipes document, as you would like it to appear on your assessment
- You can submit your recipes in percentages if you are happy to calculate these. If not, the following applies –
- For essential oils and fragrance, you can use drop measurements if you don't have accurate scales. Note: 20 drops of essential / fragrance oil per 100g is equivalent to 1%.
- For solid ingredients we need the weight in g.
- For liquid oils – if you are measuring in ml, we can convert to weight in g for you.
- Please note; measurements such as 'teaspoon', 'pinch' and 'cups' are not acceptable.
- If you are using a fragrance / flavour oil, we need the supplier details. For example – Organic Mango Flavour Oil – Supplier: Naturally Balmy
- If you are using colours, we need to see the INCI or CI references
- Eg. Naturally Balmy Sienna Red Pigment – INCI: CI 77491

We need a basic description of what your product looks and smells like and the packaging you use. (You can have more than one packaging description per product).

EXAMPLES OF WHAT YOU MIGHT SEND:

Product Name: Lavender Body Balm

Product Description: semi-solid balm – neutral colour – lavender fragrance

Container / Packaging: amber glass jar with aluminium screw lid

Formulation: (Either example below is fine; you don't need to send both)

%	g / ml
35% Sweet almond oil	40ml Sweet almond oil
18% Jojoba oil	20ml Jojoba oil
27% Mango butter	2g Mango butter
15% Jojoba wax	1g Jojoba wax

3% Cetyl alcohol

3g Cetyl alcohol

1% Vitamin E

1g Vitamin E

1% Lavender essential oil

1g Lavender essential oil

Product Name: Citrus Bath Bomb

Product Description: Solid – bright orange colour with lemon peel – citrus fragrance

Container / Packaging: cellophane bag

Formulation:

250g Citric acid

500g Sodium bicarbonate

100g Cornstarch

50g sweet almond oil

10ml Lemon essential oil

5ml Sweet orange essential oil

3ml May chang essential oil

Dried lemon peel – 25g

Liquid Orange pigment – Supplier Naturally Balmy - CI No: 15985

EXAMPLE OF HOW TO SUBMIT A RECIPE WITH VARIANTS (for example for M&P Soaps, CP/HP Soaps or Lip balm)

Your basic recipe (here you would give the name of your M&P Soap base, if you were making M&P)

300g Olive oil

300g Palm Oil

300g Coconut oil

50g Castor oil

50g Shea butter

135g Sodium hydroxide

300ml Water

Then details of your range

Lavender Soap

Product Description: Solid soap – pale violet colour – lavender fragrance

Container / Packaging: wrapped in cellophane

Ingredients added to base recipe (or M&P base)

Lavender essential oil – 30ml

Dried lavender buds – 10g

Liquid Blue Pigment (Enter Supplier details) – CI: 74160 – 10g

Orange & Cinnamon Soap

Product Description: Solid soap – neutral colour – Orange & Cinnamon fragrance

Container / Packaging: wrapped in cellophane

Ingredients added to base recipe (or M&P base)

Sweet orange essential oil – 20ml

Cinnamon leaf essential oil – 5ml

Dried orange slices for surface decoration – 10g

Kitchen Hand Soap

Product Description: Solid soap – pale green colour – coffee fragrance – coffee grounds and green clay dispersed in soap

Container / Packaging: wrapped in cellophane

Ingredients added to base recipe (or M&P base)

Coffee fragrance oil (Enter Supplier details) – 20ml

Dried ground coffee – 10g

Pumice powder – 10g

Green clay – Naturally Balmy – 10g

ANOTHER EXAMPLE OF HOW TO SUBMIT A RECIPE WITH VARIANTS – Lip Balms

Base Recipe (you can use your own or you can use a supplier's base product – just provide the name)

Cocoa butter 25g

Shea butter 24g

Beeswax 5g

Sweet almond oil 35ml

Jojoba oil 10ml

Vitamin E 1g

Peppermint Lip Balm

Product Description: semi-solid balm – neutral colour – peppermint flavour / fragrance

Container / Packaging: lacquered aluminium screw top 10ml tin

Ingredients added to base recipe

20 drops peppermint essential oil

Vanilla Lip Balm

Product Description: semi-solid balm – neutral colour – vanilla flavour / fragrance

Container / Packaging: lacquered aluminium screw top 10ml tin

Ingredients added to base recipe

30 drops Vanilla flavour oil – supplier – Naturally Balmy

Rose Lip Balm

Product Description: semi-solid balm – pink colour – rose flavour / fragrance

Container / Packaging: lacquered aluminium screw top 10ml tin

Ingredients added to base recipe

20 drops Rose flavour oil – supplier – Naturally Balmy

1g pearlescent mica colour (strawberry) – Supplier – Naturally Balmy – INCI: Mica, Titanium dioxide, D&C Red No. 30 – CI 77891, 73360