# WFEN logo final

# Wildlife Friendly Enterprise Network (WFEN)

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**Annex A: Certified Wildlife Friendly™ Product Submission Form**

*The purpose of this document is to provide substantive information about your product(s) in order to assess its/their compatibility with the Certified Wildlife Friendly™ program and identify where help may be needed to prepare your product(s) for qualification. This document will be evaluated together with information provided in the Pre-Assessment Form and any supplemental information.* **Any information provided will be kept strictly confidential.**

*Please see www.wildlifefriendly.org for additional information or contact us via* [*info@wildlifefriendly.org*](mailto:info@wildlifefriendly.org) *if you need assistance.*

*A non-refundable fee of US$250 must accompany this form.*

1. Applicant Information

|  |  |  |
| --- | --- | --- |
| Name of Applicant | Enterprise/Company Name | Date |
|  |  |  |

1. Product Information

Please fill in the following table with as much information as possible about your product/s. Please use the Letter codes for your responses, as follows:

**\*Product Description List**

\*(A) Raw Material or Natural Resource (e.g. wood, wool, cotton), (B) Manufactured Product (e.g. apparel, jewelry, crafts), (C) Perishable Food/Commodity (e.g. honey, herbs), (D) Other - please describe.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **#** | **Question** | | | **Response** |
| **B1.** | **Product Description** | | |  |
| B1.1.  B1.1.a  B1.1.b  B1.1.c  B1.1 d | What is your product/s description type? (Please use Letters from the List above) | | | A) Raw Material or Natural Resource (wood)  D) Other: Beads, Recycled materials (bottle covers and fabric) |
| B1.2. | How would you describe your product (name, description)? | | | Handicraft |
| B1.3 | How many units are sold? [e.g., lbs/kg, individual units, etc.] | | |  |
| B1.4. | What is your annual income from the sale of your product/s? | | |  |
| **B2.** | **Product Sales** | | |  |
| B2.1. | Are/is your product/s already being sold? | | |  |
| B2.1.1. | If Yes, please provide information on where your product is being sold (or might be sold in the future) using the following Letter codes for your responses:  (A) Supermarket, (B) Independent Store, (C) Third Party Producer, (D) Direct Retail, (E) Internet, (F) Other.  Please also note whether these outlets are: (G) Local, (H) National, (J) Regional, or (K) Global | |  | |
| B2.1.1.a  B2.1.1.b  B2.1.1.c  B2.1.1.d  B2.1.1.e | **Products** | **Present Sales Outlets** | **Future Sales Outlets** | |
| **B3.** | **Brand identification** | | |  |
| B3.1. | Are/is your product/s being sold under a brand name? If yes, please provide the Brand Name. | | |  |
| B3.2. | Do you have any additional certification? If yes, please list them. | | |  |
| **B4.** | **Product Readiness for Sale** | | |  |
| B4.1. | If your product/s is/are not ready to be sold, please list the requirements to ready them (i.e., time, money, permits, etc.) | | |  |
| B4.2.  B4.2.a  B4.2.b  B4.2.c | Please list any other products that you are preparing for sale | | |  |
| B4.3.  B4.3.a  B4.3.b  B4.3.c | Please provide the Brand Name for the ‘other products’ | | |  |
| **B4.4.** | Do you have any plans to market additional products? If yes, please provide a list of these products. | | |  |

C. Business Background

Please fill in this table with information about your business and its location.

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| --- | --- | --- |
| **#** | **Question** | **Response** |
| **C1.** | **Your Business Details** |  |
| C1.1. | In which year did you start your business? |  |
| C1.2. | What is the size of the area where production takes place? |  |
| C1.3. | What is the size of the local population in the area where production occurs? |  |
| C1.4. | For how many years have you been working in this community? |  |

D. Production Capacity

Please fill the table below with your enterprise’s production capacity

|  |  |  |
| --- | --- | --- |
| **#** | **Question** | **Response** |
| **D1.** | **Production Capacity** |  |
| D1.1. | What is your current annual production capacity? |  |
| D1.2. | What is your current monthly production capacity? |  |
| D1.3. | Does production capacity vary by month/season? If Yes, please indicate the **maximum units** produced per month below: |  |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Jan | Feb | March | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
|  |  |  |  |  |  |  |  |  |  |  |  |

E. Labor, Wage, and Material Standards

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| --- | --- | --- |
| **#** | **Question** | **Response** |
| **E1.** | **Employee Information** |  |
| E1.1. | Please explain the type of employee that you hire, i.e. part-time, full-time | Part-time (two days per week – Tuesday and Friday) |
| E1.2. | Do you pay hired help on a piece-rate basis (e per unit or kg?) | Yes  Hired help is paid per unit sold |
| E1.3 | Do you pay hired help on a time basis (ie hourly/monthly/annually)? | Per week (weekly) |
| **E2.** | **Labour Standards** |  |
| E2.1 | Do you have labor standards in place that demonstrate equitable or fair-trade practices? If yes, please describe: |  |
| E2.2 | Do you have local wage guidelines to support equitable or fair-trade claims? If yes, please describe: |  |
| E2.3 | Has there been any third-party verification of equitable or fair-wage claims? If yes, please describe: |  |
| **E3.** | **Product Production**  *[When you submit this form, please provide any documentation you have to support your responses to the following questions]* |  |
| E3.1. | If your product is a *raw material* or *natural resource*, do you have controls in place to assure sustainable harvest of your product? If yes, please describe: |  |
| E3.2. | If your product is a *manufactured product*, where do the raw materials used in producing your product come from? |  |
| E3.3. | Do you have information supporting the fact that the manufacture of your product is ecologically sound? If yes, please describe: |  |
| E3.4. | Has there been any third-party verification of the ecological impact of your production? If yes, please describe: |  |

F. Price Structure

|  |  |  |
| --- | --- | --- |
| **#** | **Question** | **Response** |
| **F1.** | **Pricing** |  |
| F1.1. | What is the wholesale price range (US$)? |  |
| F1.2. | What is the actual or suggested retail price range (US$)? |  |
| F1.3. | Do you apply volume pricing? If yes, please describe: |  |
| F1.4. | Do you have a complete cost breakdown for the material costs of your product/s? If yes, please provide details: |  |
| F1.5. | Do you have a complete cost breakdown of your labour costs for your products? If yes, please provide details: |  |

G. Sales/Distribution/Marketing

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| --- | --- | --- |
| **#** | **Question** | **Response** |
| **G1.** | **Marketing** |  |
| G1.1. | What is your minimum sales order quantity, if any? |  |
| G1.2. | How much time is required in advance of first-time orders of your product? |  |
| G1.3. | How much time is required in advance of additional orders of your product? |  |
| G1.4. | What is the potential annual capacity of your available materials and/or labour pool? |  |
| G1.5. | What is the time frame to increase your capacity to maximum? |  |
| G1.6. | Does the product(s) have any special packaging or handling requirements (eg refrigeration)? |  |
| G1.7. | Can you make custom versions of the product? If yes, please describe: |  |
| G1.8. | Do any trade restrictions apply to the sale of the product? |  |
| G1.9. | Are any special permits required for the sale of the product/s? |  |

H. Supporting Documents

|  |  |  |
| --- | --- | --- |
| **#** | **Question** | **Response** |
| **H1.** | **Documentation** |  |
| H1.1. | Do you have a business plan? If yes, please submit with this application |  |
| H1.2. | Do you have marketing materials that describe your product/s? (eg line sheet/cut sheet/press release)? If yes, please include copies of these materials with your application. |  |

Declaration:

I attest that I have provided this information accurately and to the best of my knowledge and ability:

Signature: Date:

*Thank you for your interest in Certified Wildlife FriendlyTM*

*We will contact you after we have reviewed your application.*