**GENERAL FOOD LABELING REQUIREMENTS**

**What is needed to sell a product on the Internet or by mail order?**

There are no special provisions for Internet/mail order sales. By law, all foods sold in the U.S. must be in full compliance with FDA labeling requirements that are specified in the U.S. Code of Federal Regulations, regardless of the method of sale.

**Where should label statements be placed on containers and packages?**

Place all required label statements on the front label panel (the principal display panel or PDP)

**What label statements must appear on the PDP?**

Place the a) statement of identity, or name of the food, b) the net quantity statement, or amount of product, c) ingredients, and d) the contact information on the PDP.

1. **STATEMENT OF IDENTITY: REQUIRED**. You have to be able to look at the label and know exactly what is in the bag. Example: if you are named ABC coffee, you still need to have “Ground Coffee” in prominent text. So for Ground Coffee, you need to put “Ground” and for Whole Bean Coffee, you need to have “Whole Bean” prominently displayed on the label. We have round stickers for “Ground” and “Whole Bean” if you prefer.
2. **NET QUANTITY: REQUIRED.** This must be on your label. Net Wt. must be on the front of the bag; must not be micro-text. Net Wt. is almost always near or at the bottom on the front of the package, and in a larger text that is easy to read. Net Wt. must contain ounces and grams or pounds and ounces and grams when 1 pound or more.  
   Examples:  
   NET WT. 12 OZ. (340g)  
   NET WT. 16 OZ. (454g)  
   NET WT. 32 OZ. (907g)
3. **INGREDIENTS: REQUIRED**. This must be on your label. We recommend the following:  
   For standard coffees, the ingredients should say “Ingredients: Arabica Coffee”  
   For flavored coffees, you should put “Ingredients: Arabica Coffee, Natural & Artificial Flavoring”
4. **CONTACT INFO: REQUIRED**. This must be on your label. Distributed by tells the consumer where the product originates from. Food labels must list: a. Name and address of the manufacturer, packer or distributor. Unless the name given is the actual manufacturer, it must be accompanied by a qualifying phrase which states the firm's relation to the product (e.g., “manufactured for” or “distributed by”); b. Street address if the firm name and address are not listed in a current city directory or telephone book; c. City or town; d. State (or country, if outside the United States); and e. ZIP code (or mailing code used in countries other than the United States).

**What type size, prominence and conspicuousness are required?**

For information panel labeling, use a print or type size that is prominent, conspicuous and easy to read. Use letters that are at least onesixteenth (1/16) inch in height based on the lower case letter “o”. The letters must not be more than three times as high as they are wide, and the lettering must contrast sufficiently with the background so as to be easy to read. Do not crowd required labeling with artwork or non-required labeling.

**Not Allowed**

You cannot add FDA or Fair Trade logos, badges, or any intellectual property to the custom labels. You must be the primary holder of certification to be able to utilize those and cannot be a reseller to utilize them on your products.

**Specs for label**

* Size 2oz. bag label: 1.81" X 3.06"
* Size 12oz./16oz.: 3" X 4"  
  \*Keep any image or text at least 1/8 to 3/16 inside from edges of label.  
  \*If the background bleeds, extend the background 1/8" on all 4 sides.
* [Resolution] 300dpi
* [File Format] PDF, JPG, PNG, TIFF are all fine.

