

CHAIN-OF-CUSTODY CERTIFICATION OUTSOURCING AGREEMENT

A SmartWood Chain of Custody (CoC) certification contract allows a company to use Forest Stewardship Council (FSC) approved and certified paper to produce a SmartWood certified product. In some cases, a company may wish to outsource some of the work that goes into printing these products. If a SmartWood CoC certified company wishes to outsource printing of certified printing products to another company that is not certified, it is the SmartWood CoC certified company's responsibility to get the non-certified outsourcing company to sign the following agreement.

SmartWood CoC Company Name: _____
Certification # _____

As a SmartWood certified company outsourcing certified paper products, I agree to the following terms:

- All certified paper sent to an outsourcing company must be clearly marked as certified on the paper or load of paper itself (paint, tags, etc.) and on accompanying documentation (bills of lading, order forms, etc.)
- The exact certified paper that is shipped to the outsourcing company is the only paper to be used in the manufacturing of the desired outsourced paper product.
- The outsourcing company is fully aware of all the responsibilities outlined below.
- The annual report to SmartWood must document dates and quantities (sent out and received) of outsourced materials.

Company Representative: _____
Signature and Date: _____

Outsourcing Company Name: **SGM Bindery**
Street Address: 7120 Rutherford Road
Town, State, Zip: Baltimore, MD 21244
Phone: 410.944.7660
Fax: 410.944.5707

As an outsourcing company for certified paper products, a company must agree to the following terms:

- The outsourcing company will only use the paper sent to them by the SmartWood certified company. No other paper will be used in the job other than that which is sent specifically for certified use.
- Products sent back to the SmartWood certified company were manufactured/printed using only the certified paper sent to them by the certified company.
- The certified paper products sent back to the certified company will be labeled clearly as certified on all accompanying documentation (sales slips, bills of lading, shipping invoices, etc.)
- The non-certified outsourcing company can make no claims of being a certified company. The company has no right to advertise or market their products as certified.

Company Representative: _____
Signature and Date: _____