

CUSTOMER	ORDER	DELIVERY	DATE	STATUS
Example Customer Ltd	SO-EXAMPLE-0001	DO-EXAMPLE-0001	DD Month YYYY	SAMPLE

Covering letter

Example Customer Ltd, 1 Example Street, Exampletown, EX0 0XX

This pack accompanies the lot below. It contains this covering letter, the manufacturer's certificate of analysis for the lot, the manufacturer's current certificates, the packing list and a closing page listing everything enclosed.

SKU	HP-00-NAT-NAT-B070
PRODUCT	HPMC hard capsule, size 00, natural
CAPSULES.COM LOT	X0-0000-00
MANUFACTURER'S BATCH	EXAMPLE-BATCH-0000
MANUFACTURER	Example Capsule Co., Example Plant 1
COUNTRY OF ORIGIN	Example country
QUANTITY	2 boxes x 70,000 capsules = 140,000 capsules (example)
MANUFACTURE / EXPIRY	DD Month YYYY / DD Month YYYY

RELEASE STATEMENT

This lot has been checked by the Capsules.com RP/QA Lead against the manufacturer's certificate of analysis and the current Capsules.com specification (DI-P01), and released for supply under QMS-005.

SIGNATURE (EXAMPLE) Signature (example)	DD Month YYYY DATE
RP/QA LEAD, CAPSULES.COM	

Example Capsule Co.

Certificate of Analysis

Example Plant 1 · 1 Example Street, Exampletown, EX0 0XX · 01632 960000

PRODUCT	Empty hard capsules, HPMC, size 00, natural/natural
BATCH	EXAMPLE-BATCH-0000
CoA NUMBER	EXAMPLE-COA-0000
MANUFACTURE / EXPIRY	DD Month YYYY / DD Month YYYY
QUANTITY	140,000 capsules (example)

ANALYTICAL DATA

TEST	METHOD	SPECIFICATION	RESULT
Appearance	Example method	Conforms	Conforms (example)
Identification	Example method	Positive	Positive (example)
Tightness	Example method	Conforms	Conforms (example)
Friability	Example method	Conforms	Conforms (example)
Average empty weight	Example method	110-130 mg (example)	Within limit (example)
Loss on drying	Example method	2-8 % (example)	Within limit (example)
Disintegration	Example method	≤ 15 min (example)	Within limit (example)
Total aerobic microbial count	Example method	≤ 1,000 CFU/g (example)	Within limit (example)
Total yeasts and molds	Example method	≤ 100 CFU/g (example)	Within limit (example)
Escherichia coli	Example method	Absent in 1 g (example)	Absent (example)

Conclusion: the batch conforms to the specification. (example)

QA MANAGER, EXAMPLE CAPSULE CO. (EXAMPLE)

In a real pack this page is the manufacturer's own certificate of analysis for the lot, reproduced unchanged and watermarked by Capsules.com.

