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| --- | --- |
| **Client Number:**  **Name of Requestor:** |  |
| **Indicate the Type of Additional Request** | **Types of Additional Requests** | |
|  | **Additional Product (AP) –** Request for certification of products not previously certified with QCS. | |
|  | **Label Review (LR) –** Request for updated labels for previously certified products with QCS. | |
|  | **Organic Percentage Letter (PL) –** Signed Letter from QCS confirming the organic percentage of a certified product. | |
|  | **Organic System Plan (OSP) Update –** Review of changes and updates to the Organic System Plan outside of the renewal application (excluding additional product and label review requests). | |
|  | **Add an Equivalency –** Addition of an Equivalency arrangement not previously included in the certification with QCS. | |
| **Indicate the**  **Turnaround Time** | Turnaround times are in business days, and do not include weekends or holidays. Please contact the QCS office for these services during the certification year (not with the annual renewal). If the request is withdrawn, ½ of the hourly rate will be billed. | |
|  | Normal service: 15 to 20 days **($70/hr)** | |
|  | Rush service: 3 to 5 days **($200/hr)** - QCS reserves the right to decline this service depending on availability | |
|  | Expedited service: 24 to 48 hours (1-2 working days) **($450/hr)** - QCS reserves the right to decline this service depending on availability | |

***\*\*Please note that the submission is not considered complete until all requisite documents are***  ***received, including additional requested documents. Thank you!***