TRAIN STATION

NEW CLIENT CHECKLIST

1. Attend a concierge meeting and tour the kitchen. (Date Completed: _____)
2. Submit the following documentation:
   - ❑ Town of Abingdon Property Verification Form (Date Received: _____)
   - ❑ New Client Application (Date Received: _____)
   - ❑ Facility Waiver & Emergency Contact Form (Date Received: _____)
   - ❑ Client Use Agreement (Date Received: _____)
   - ❑ Standard Operating Procedures (Date Received: _____)
   - ❑ SERV Safe Food Handler Certificate (Date Received: _____)
   - ❑ Liability insurance coverage up to $1,000,000 (Date Received: _____)
   - ❑ Worker's Compensation (Date Received: _____)
   - ❑ A copy of a valid DL or ID card (Date Received: _____)
   - ❑ Any additional permits or supporting documents (Date Received: _____)
   - ❑ Town of Abingdon Business License (Date Received: _____)
3. Pay applicable fees:
   - ❑ Business License Fee (Date Received: _____)
4. Attend on-site orientation and training:
   - ❑ Onboarding & Training (Date Completed: _____)
5. You are ready to schedule your first production session!

THE STATION

NEW CLIENT APPLICATION

Business or Organization Name:	
Type:	Years:
Mailing Address:	City, State, Zip:
Email:	Phone:
Website or Socials:	
Person In Charge Name:	
Email:	Phone:
Years in Food Production:	Food Certificates received:

Select the level of production use. Check all that apply.

- ☐ Catering / Personal Chef / Meal Prep
- ☐ Food Truck
- ☐ Manufacturing or Packaged Goods (including acidic foods)
- ☐ Non-Commercial (Classes / Events)

Select the level of storage needed. Select only one option.

- ☐ No Storage/ Production Only
- ☐ Dry Storage
- ☐ Cold Storage
- ☐ Dry & Cold Storage

How do you plan to sell your products? Check all that apply.

- ☐ Farmer's Markets and Festivals
- ☐ Specialty Food Stores / Grocery Stores
- ☐ Online / Wholesale
- ☐ I do not intend to sell products (products are made for a private event, class, etc.)

Select if any of the following ingredients are used regularly during production:

- ☐ Dairy
- ☐ Eggs
- ☐ Wheat
- ☐ Tree Nuts
- ☐ Peanuts
- ☐ Soy
- ☐ Sesame
- ☐ Shellfish

Indicate if you require allergen-free production*:

- ☐ Yes
- ☐ No

*Note: While management will make every effort to schedule your production during a time when another business that uses allergen ingredients is not producing; however, this is a shared-use kitchen, and the Station cannot guarantee a completely allergen free production. As such, labels must indicate that product is produced in a facility that may contain dairy, wheat, eggs, or nuts.