

Complete one copy for each wine/label to be bottled/labelled at least one week prior to scheduled date

CHECK APPROPRIATE BOXES AND FILL ALL APPLICABLE BLUE FIELDS

ORWS Bottling Specification Work Order

Date of bottling/labelling		Service	<input type="checkbox"/> Full <input type="checkbox"/> Shiner <input type="checkbox"/> Label only
Winer/Producer name		Contact Name	
Representative present?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Contact Number	
Brand Name		Wine Varietal	
Fanciful Name		Vintage	
ORWS lot code (if known)		Label stated alcohol%	
Estimated case count		Appellation	

Pre-Bottle Instructions

Pre-Bottle Filtration	<input type="checkbox"/> Crossflow <input type="checkbox"/> DE Filtration	FSO2 (ppm) in tank	
Sterile bottling	<input type="checkbox"/> Yes <input type="checkbox"/> No	CO2 (ppm) in tank	
Other filter instructions		DO (ppm) in tank	

Glass

Supplier		Expected delivery date	
Glass shape	<input type="checkbox"/> burgundy <input type="checkbox"/> BDx/claret <input type="checkbox"/> hock	Tapered	<input type="checkbox"/> Yes <input type="checkbox"/> No
Volume	<input type="checkbox"/> 750mL <input type="checkbox"/> 1.5L <input type="checkbox"/> 375mL <input type="checkbox"/> 500mL <input type="checkbox"/> 3L	Color	<input type="checkbox"/> Antique Green <input type="checkbox"/> Flint <input type="checkbox"/> Dead Leaf Green <input type="checkbox"/> Other
Printed	<input type="checkbox"/> Yes <input type="checkbox"/> No	Mold#	
If yes, description			

Closure

Manufacturer		Expected delivery date	
Closure type	<input type="checkbox"/> Cork <input type="checkbox"/> Screwcap	Cork type:	<input type="checkbox"/> Natural <input type="checkbox"/> Microag/Technical <input type="checkbox"/> Synthetic <input type="checkbox"/> 1 + 1
Color if screwcap		Branded	<input type="checkbox"/> Yes <input type="checkbox"/> No
Size in mm			
If branded, describe			

Capsule

Manufacturer		Expected delivery date	
Type	<input type="checkbox"/> Polyam <input type="checkbox"/> Tin <input type="checkbox"/> Other	Size in mm	
Color		Branded	<input type="checkbox"/> Yes <input type="checkbox"/> No
If branded, describe			

Labels

Supplier		Expected delivery date	
Front Label height from bottom of bottle			<input type="checkbox"/> mm <input type="checkbox"/> Inches
Back label height from bottom of bottle			<input type="checkbox"/> mm <input type="checkbox"/> Inches
Labels at ORWS specs?	<input type="checkbox"/> Yes <input type="checkbox"/> No	http://owridgews.com/client-resources/	
COLA ref number			

Case

Bottles/case	<input type="checkbox"/> 6 pack <input type="checkbox"/> 12 pack	Seal Cases?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Front label on case	<input type="checkbox"/> Yes <input type="checkbox"/> No	Standard case label*	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, position on case	*If not standard, please provide example		
Specific bottle orientation			
Printed case	<input type="checkbox"/> Yes <input type="checkbox"/> No		
If printed case, desc.			

Pallet

Cases/pallet	<input type="checkbox"/> 44 <input type="checkbox"/> 56 <input type="checkbox"/> other	Standard pallet tag*	<input type="checkbox"/> Yes <input type="checkbox"/> No
Cases on pallet	<input type="checkbox"/> Neck Up <input type="checkbox"/> Neck Down	*If not standard, please provide example	
Other pallet instructions			

**Please have any special palleting instructions given ahead of time.
Owl Ridge Wine Services will not pull from or breakdown pallets once wrapped.**

Client QC cases/bottles

Case pulls	<input type="checkbox"/> Yes <input type="checkbox"/> No	Bottle pulls	<input type="checkbox"/> Yes <input type="checkbox"/> No
No. cases at start of bottling		No. bottles at start	
No. cases mid-way		No. bottles mid-way	
No. cases at end of bottling		No. bottles at end	
QC removal	<input type="checkbox"/> Client will remove <input type="checkbox"/> Shipped if able		
If shipping, ship to address*			

*Please check with ORWS ahead of bottling if shipping is possible. Shipping fees will be charged to client

Leftover Supplies

Empty glass	<input type="checkbox"/> Client remove	<input type="checkbox"/> Ship with case goods	<input type="checkbox"/> Supplier to collect
Capsules/corks/labels	<input type="checkbox"/> Client remove	<input type="checkbox"/> Ship with case goods	<input type="checkbox"/> ORWS to dispose of

**We require all case goods/supplies to be removed within 7 days of bottling
Anything beyond that date is subject to storage fees or recycling at client cost**

Shipping Information

<input type="checkbox"/> Tax Paid	<input type="checkbox"/> In Bond	Receiving bond#	
Ship to (name, address)			
Trucking company		Ship Date	

Any Special Instructions

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Please read the following carefully

We request that an authorized representative be present during bottling to verify packaging is correct. If no representative is present, Owl Ridge Wine Services (ORWS) reserves the right to make packaging decisions. Costs may be incurred.

Any information that is not listed or special instruction not given, ORWS is not liable

ORWS reserves the right to change the bottling date as necessary if circumstances dictate

Once cases are palletted, ORWS will not breakdown pallets

ORWS requires case goods and leftover supplies to be removed within 7 days from bottling date, if any supplies are to be returned to supplier, client must coordinate removal with supply company

Please coordinate scheduling shipments with ORWS. Shipping times are 815am to 330pm, Monday-Friday

Please provide a sample of bottling materials to ORWS at least one week prior to bottling

Package guidelines/label specs are available online:

<http://owlrige.com/client-resources>

Please ask ORWS staff if you have questions

I have read and agree to the details above as specified in the Bottling Information and Fee Schedule

Print Name:	
Signature:	
Date:	