

Specifications

Label and Wine Information	
Winery/Producer Name	Label Name & Details
Variety	Vintage
Appellation	Label Stated Alcohol (%)
Approximate gallons to be bottled	Approx. Number of Cases
Service: Full/Unlabeled/label only	ORWS Lot Code (if applicable)

Bottling Contact Person Information / Bottling Date	
Winemaker name:	Winemaker phone number:
Day of bottling contact name	Day of bottling contact phone number:
Representative will be present for bottling? (Y/N)	Requested Bottling Date

Pre-Bottling Instructions			
Final Filtration Required? (Y/N)	Filtration Instructions (if applicable):		Crossflow Filtration? (Y/N)
	Pore size (microns)		Sterile Bottling? (Y/N)
Final In-tank wine targets	CO2 (ppm)	fSO2 (ppm)	D.O. (mg/L)
Other Instructions			

Shipping	
Ship In Bond or Tax Paid?	Ship Date from Owl Ridge
Destination Address	Trucking Company
	Trucking Contact Number

Bottling Formats and Materials					
Material	Quantity ordered	Details	Dimensions / Capacity/ Other info	Supplier (name and phone number)	Date of delivery
Bottles	cases of 12	Color: Mold #			
Corks	corks	Grade/Style: Branding:			
Capsules	capsules	Color: Branding:			
Screw-Caps	screwcaps	Color: Branding:			
Front Labels	labels				
Back Labels	labels				
Front Label Height on Bottle					mm from base
Back Label Height on Bottle (if applicable)					mm from base
COLA Reference Number					
Special Packaging Instructions (Examples: large format)					

Case/Pallet/Other Instructions	
Cases sealed or open?	Bottles neck up or down?
Use Bottle Front Label on Each Case?	Case label position
Number of cases per pallet (44/56/other)	Bottle label position
Standard ORWS case labels?	Standard ORWS pallet tags?
Special Palletizing Instructions	
Other Instructions	

Notes: We request that an authorized representative be present during bottling to verify packaging is correct. If no representative is present, Owl Ridge reserves the right to make packaging decisions. Costs may be incurred. Owl Ridge Wine Services reserves the right to change the bottling date as necessary if circumstances dictate. Please schedule all shipments with Owl Ridge. Shipping times are 8.15am to 3.30pm, Monday to Friday. Leftover bottling supplies must be removed from Owl Ridge within one week. **Please provide a sample of all bottling materials to Owl Ridge at least one week before bottling.** Please refer to the Owl Ridge Packaging Guidelines document for acceptable label specs etc. Owl Ridge Wine Services' Packaging Guidelines are available on our website <http://owlriddgew.com/client-resources/>. Please ask Owl Ridge if you have any questions about this form.

I have read and agree to the details above and as specified in the Bottling Information and Fee Schedule.			
Name:		Signature:	Date: