

Pre-Bottling Day

Please complete all applicable BLUE fields.

Specifications

Label and Wine Information	
Winery/Producer Name	Label Brand & Details
Variety	Vintage
Appellation	Label Stated Alcohol (%)
Service: Full/Unlabeled/label only	Approx. Number of Cases

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

Pre-Bottling Instructions			
Final Filtration Required? (Y/N)		Sterile Bottling? (Y/N)	
Final In-tank wine targets	CO2 (ppm)	fSO2 (ppm)	D.O. (mg/L)
Other Instructions			

Bottling Formats and Materials	
Bottle (Mold number, shape, color, printed, capacity, tapered)	
Cork (natural/technical, branded, size)	
Screwcap (color, branded?)	
Capsule (color, branded, material)	
Front Label Height on Bottle	mm from base
Back Label Height on Bottle (if applicable)	mm from base
Special Packaging Instructions (Examples: large format)	
Remaining supplies after bottling: ORWS dispose/Client will collect?	

Case/Pallet	
Cases sealed or open?	Bottles neck up or down?
Use Bottle Front Label on Each Case?	Label Position on Case:
Number of cases per pallet (44/56/other)	Standard case label (Y/N):
Special Palletizing Instructions	

Other instructions	
Other Instructions	

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

**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://owlridgew.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:	