

# Bottling Packaging Sheet

Please send this Bottling Packaging Sheet to Shipping/Receiving and bottling manager 2 weeks prior to bottling. Use a different sheet for each wine or package. Client only to fill in "Client Input" section. Client to organize shipping of case goods and packaging supplies within 72 hours after bottling with Shipping/Receiving manager. After completing the form, click the bottom submit button to email the form to our production staff.

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**BRAND:** \_\_\_\_\_ **LABEL:** \_\_\_\_\_ **VARIETAL:** \_\_\_\_\_

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**BOTTLING DATE:** \_\_\_\_\_

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<b>GLASS</b>	<b>Client Input</b>	<b>S/R</b>	<b>Bottling</b>
Supplier and Contact name and phone			
Mold name and color of 750 ml bottles			
Size and quantity of other bottle size			
Quantity ordered			
Date of Delivery			
<b>CAPSULES OR SCREW-CAP</b>			
Supplier and Contact name and phone			
Size and color			
Stock or Custom and graphics			
Quantity ordered			
Date of Delivery			
<b>CORK</b>			
Supplier and Contact name and phone			
Size			
Graphics			
Quantity ordered			
Date of Delivery			
<b>LABEL - FRONT AND BACK</b>			
Supplier and Contact name and phone			
Position of label from bottom of bottle (front)			
Position of label from bottom of bottle (back)			
Quantity ordered of front			
Quantity ordered of back			
Date of Delivery			
<b>OTHER</b>			<b>COMMENTS</b>
Case Label Warehouse Code			
Warehouse			
Cases per pallet if different than 56			
Trucking company			
Approx Ship dates of case goods			
Removing TAXPAID or BOND TO BOND			