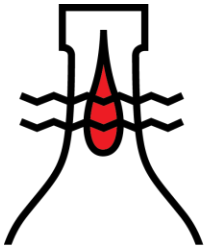


TOP IT OFF BOTTLING

CUSTOM BLENDING & BOTTLING

FACILITY BOTTLING CHECKLIST

- **Submit a DBA Letter to Top If Off Bottling or “TIOB”** – See page 3 for sample
- **Submit .jpg files with label sizes to TIOB for Certificate of Label Approval “COLA”**
- **Fill out the Bottling Work Order and Cellar Work Order forms**
- **Sign the TIOB General Terms and Conditions, Facility Bottling Specifications and Requirements, and Bottling Contract** – All three documents must be signed prior to any wine or materials arriving at the Top It Off Bottling Facility.
- **Schedule bulk wine delivery** – All wine deliveries must be scheduled at least 48 hours prior to delivery and appointments are subject to available tank space. Scheduling can be done via email (grichmond@topitoffbottling.com) or by phone (707-252-3330) with Gina Richmond. All bulk wine must be scheduled between the hours of 8 am and 3 pm. Shipping address is 2747 Napa Corporate Drive, Napa, CA,
- **Schedule dry goods delivery** – All dry goods (glass, corks, caps, labels, etc) must be scheduled at least 48 hours prior to delivery and at least one week prior to the scheduled bottling date. Scheduling can be done via email (bcrawford@topitoffbottling.com) or by phone (707-252-3330) with Bill Crawford. All dry goods must be delivered between the hours of 7 am and 4 pm.
- **Create a mocked up sample bottle for material confirmation and setup** – In order to ensure we setup the package correctly we require a dressed sample bottle that shows which capsule, cork, label and position of the label. This serves as a guide for our operators to use throughout the bottling. We would like to have this at least one week prior to the scheduled bottling date.
- **Schedule finished goods shipment** – *All finished case goods must ship out or be transferred to long term storage within seven days of the bottling or they will be subjected to a \$50 per pallet charge.* Schedule all finished case goods shipments with Bill Crawford. If wine is shipping “Tax Paid” we will require payment prior to the wine leaving our facility. To avoid shipping delays and storage fees you can pay the estimated tax prior to bottling.
- **Show up on bottling day to approve first bottle** – For every bottling or labeling we require someone to sign off on the project prior to the start of production. This person will be required to sign off on the wine and all packaging components.
- **Schedule to remove left over materials or authorize recycling** – *After the bottling is completed we require that all left over bottling materials be removed within 7 days.* After seven days the materials will be considered abandoned and will be disposed of at the discretion of TIOB.
- **Receive the Finished Bottling Report** – Once the bottling is completed you will receive a report showing the case and pallet quantity of each wine bottled. If you have any questions about this report please contact Gina Richmond.
- **Pay your final Invoice** – In most cases TIOB requires that payment arrangements be made prior to the case goods being shipped out. If shipping is required prior to the generation of a final invoice, arrangements can be made to estimate a total to be paid so that the shipments can be made.



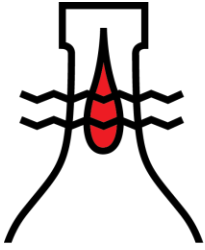
TOP IT OFF BOTTLING

CUSTOM BLENDING & BOTTLING

Name	Responsibility	Phone	Email
David Crawford <i>Vice President</i>	Bottling date, pricing, special projects	(707) 490-7950	dcrawford@topitoffbottling.com
Gina Richmond <i>Winemaker Liaison</i>	Bulk Wine scheduling and treatment	(707) 252-3330	gichmond@topitoffbottling.com
John Gravier Facility Project Coordinator	Project Coordinator, Material Verification	(707) 252-3330	jgravier@topitoffbottling.com
Bill Crawford <i>Warehouse Manager</i> <i>Shipping Coordinator</i>	Compliance, incoming dry goods scheduling, finished case goods shipping	(707) 252-3330	bcrawford@topitoffbottling.com
Dene Fabanich	Customer Service & Compliance	(707) 252-3330	dfabanich@topitoffbottling.com
Heather Nations Office Manager	Accounts Receivable	(707) 252-3330	hnations@topitoffbottling.com
Jesus Ortiz <i>Bookkeeper</i>	Invoicing	(707) 252-3330	jortiz@topitoffbottling.com

TIME LINE FOR BOTTLING PROJECTS

6 weeks prior to bottling day	Turn in DBA letter and JPGs for COLA
3 weeks prior to bottling day	Schedule delivery of wine, glass, corks, and labels.
2 weeks prior to bottling day	Fill out and return bottling work order and cellar work order
1 week prior to bottling day	TIOB receives wine and begins blending, additions and filtration
5 days prior to bottling day	TIOB receives glass, corks, capsules and labels
3 days prior to bottling day	Customer supplies fully dressed sample with proper cork, capsule and label
2 days prior to bottling day	Customer completes finished case goods shipping document
1 day prior to bottling day	Customer tastes and gives final approval on the wine
Bottling Day	30 min prior to start time, sign off on filled, corked, capsuled and labeled sample
1 day after bottling	TIOB sends out finished case report showing what was produced on bottling day
2 days after bottling	Schedule the finished case goods and left over materials to move out of the facility
3 days after bottling	TIOB sends out Invoice.



TOP IT OFF BOTTLING

CUSTOM BLENDING & BOTTLING

Top It Off Bottling DBA Letter Instructions

In order to bottle at the Top It Off Bottling Facility we must have a Letter of Authorization. This allows us to file with Napa County stating your brand will be doing business out of the TIOB location. This letter must be on your company or brand letterhead and contain an actual signature (no digital or script font signatures can be accepted.) Each brand must have a separate letter unless all brands are incorporated on the letterhead.

Sample Letter of Authorization

Company Letter Head with Logo

Date

Company Name

Company Street

Company City, State ZIP

To Whom It May Concern:

This letter authorizes Top It Off Bottling, 2747 Napa Valley Corporate Drive, Napa, CA 94558, to add the following trade name to their Basic Permit for the FBN/DBA of: XXXXXXXXXXXXX. (Name on bottler's statement).

This authorization will be used, solely, for the purpose of bottling and labeling wine, for our account.

Sincerely,

Actual Wet Signature

“Name of authorized signatory”

“Title”

“Contact Information”