



TOP IT OFF BOTTLING

CUSTOM BLENDING & BOTTLING

LABEL ONLY CHECKLIST

- **Acquire COLA from the winery where bottling occurred.**
- **Email COLA to Dene Fabanich (dfabanich@topitoffbottling.com) at Top It Off Bottling**
- **Fill out the Facility Label Only Work Order**
- **Sign the TIOB General Terms and Conditions, Facility Bottling Specifications and Requirements, and Labeling Contract** – All three documents must be signed prior to any wine or materials arriving at the Top It Off Bottling Facility.
- **Approve Case Label and Pallet Tag Proofs** – You will receive proofs showing what labels will be applied to the cases as well as the tags that go on the finished pallets.
- **Schedule delivery of shiners and dry goods** – All shiners and dry goods (caps and labels) 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, 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 labeling date.
- **Schedule finished goods shipment** – *All finished case goods must ship out within seven days of the labeling or they will be subjected to a \$50 per pallet storage charge.* Schedule all finished case goods shipments with Bill Crawford. If wine is shipping “Tax Paid” we will require payment for the taxes prior to the wine leaving our facility. To avoid shipping delays and storage fees you can pay the estimated tax prior to bottling.
- **Sign off on first bottle** – We can send you pictures or you may show up in person to verify package is correct.
- **Schedule to remove left over materials or authorize recycling** – *After the labeling 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 Labeling Report** – Once the bottling is completed you will receive a report showing the case and pallet quantity of each wine labeled. 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.