

## **Wine Storage Procedures:**

### **Wine Removal:**

\*All requests to remove wine from your storage must be e mailed to

[Storage@westpalmwines.com](mailto:Storage@westpalmwines.com)

\*Request will be taken Monday-Friday and require a two day notice(Saturday & Sunday Not Included) Wine requested on Monday, for example will be ready for pickup Wednesday after noon.

\*Requests for 5 cases or more removal are considered extensive pulls and require additional time of 3 to 5 days.

\*Wines requested on Friday or Saturday will be ready the following Tuesday.

\*Wines requested after 5pm, will be treated as received the following day.

\*Requests made during November and December are subject to an additional day's notice.

### **Wine Receiving:**

\*All storage clients will receive an inventory template that must be filled in with the incoming wines and e mailed to [storage@westpalmwines.com](mailto:storage@westpalmwines.com) **prior to delivery. Please do not make changes to the inventory template format.**

\*If no inventory is supplied, West Palm Wines will inventory the wines at a cost of \$6.00 per case at the time of delivery.

\*All wine received directly from storage clients, common carrier, a winery or other retailers **must** include a packing/inventory slip from the client/shipper.

\* If no packing/inventory slip is supplied with common carrier shipments, West Palm Wines will inventory the wines at a cost of \$6.00 per case upon delivery.

\*Wines that arrive in ship boxes will be repacked into our storage boxes at a cost of \$6.00 for the box. (Wines shipped in Original Packaging will not be repacked)