



Check List

In order to facilitate and expedite your bottling project with Gnekow Family Winery, we are providing our customer with this check list.

This check list will help our customers remember all crucial steps associated with their bottling project at Gnekow Family Winery.

Compliance & GFW documentations

- Customer information to GFW
 - Business name
 - Business contact person name
 - Business address, phone & fax number, email address
- GFW's Signed contract
- Letter to authorize GFW to bottle
 - Example found with this bottling packet or online www.gnekowwinery.com
- Government & TTB compliance
 - DBA & fictitious name added to different permits (**Up to 30 days**)
 - JPEG computer files of Front & Back (separate) no larger than 250 KB
 - TTB label approval (cola) (**Up to 60 days**)
- Bottling or labeling instructions (BLI) return to GFW
 - Example found with this bottling packet or online

Bottling supplies

For all bottling supplies we recommend our customer to forward us their supplier's contact name and relevant supplier's contact information.

- Glass
 - Has to fit within Bottling line parameters (See Bottling Line Parameters)
- Corks
 - We Accept natural corks, technical corks (1+1), agglomerated corks and polymer corks
- Capsules
 - Has to be tested with glass on GFW's line prior approval
 - For best results with our line we strongly recommend C&E Capsules



Check List

- Labels
 - Label development & art work may required **few weeks**
 - Has to be within Labeler parameters (See Pressure Sensitive Labels)
- Disposition of supplies
 - Customer has to remove left over supplies within 1 month of finishing bottling project

All Supplies must be tested on GFW line (bottle, caps & labels) prior bottling

Bottling

- Wine alterations done at GFW prior bottling need customer protocol
 - Wine lot shipped to GFW which needs additions or any other processes
- Bottling schedule
 - It may take up to **2 weeks** to get on GFW's bottling schedule
 - No bottling schedule until all supplies are in GFW's care
- SO2 level in wine
 - 35 ppm for non sweet reds
 - 40 ppm for non sweet whites
 - 45 ppm for all sweetened wines
- Filtration requirement
 - No filtration
 - Paper filtration
 - Sterile filtration (recommended if wine is considered biologically unstable or has residual sugars)

Packaging information

- Label height
 - Use BLI to indicate label height on bottle
- Case markings
 - Date / Time / code / BWCA5942
- Label on case
 - 1 front label on 1 side of the case
- Case stacking
 - Case stacking is 56 cases per pallet, 14 cases per layer
 - Bottles are stacked neck down
 - Cases will be stacked on 40X48 wood pallets. Heat treated pallets need to be requested



Check List

Shipping information

- Trucking company
 - Name of trucking company
 - Contact name & contact information
 - Choose truck cab (no sleeper cab) when shipping with a container
- Container stacking
 - Case on pallets
 - Case on container floor
- Shipping
 - Complete shipping address
 - Bond number if shipped in bond
- Shipping Domestic
 - Is shipping from Bond to Bond – no taxes
 - Is shipping out of Bond – excise taxes
- Shipping Export
 - GFW will provide US Export documentations
 - Customer has to provide us with current documentation list of importing country
- GFW's pallet jack policy
 - GFW may pallet jack inside trucks or van, charges will apply

Useful information

GFW's Bottling suppliers

- Corks
Ganau
Vichheka Hang
T: (707) 939-1774
F: (707) 939-0671
vichheka@ganauamerica.com
- Capsules
C&E Capsules
Charles Russell
T: (707) 207-7904 Ext. 306
F: (707) 425-3586
crus@cecapsules.com



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- Labels
Custom Label
Wade Ignacio
T: (510) 293-0889
F: (510) 293-0895
wade@customlabel.com