

Current as of 10/22/20

## **WPW STORAGE INFORMATION**

Thank you for your interest in storing your wine collection here at WPW Storage. The following is a summary of our procedures and requirements. Please read it carefully and notify us if you have any questions. Attached are the following documents: Customer Agreement, Wine Storage Affidavit, Wine Storage Procedures, Standard Terms and Conditions, and an Inventory Template in the form of an Excel spreadsheet. The Agreement requires a signature along with your basic contact information, and the Affidavit requires a signature as well (notary services are available here if you do not have access to a notary).

Our standard size storage bin holds 20 laydown-style cases of 750ml bottles (240 in all) at a cost of \$600.00 per year, plus tax. **Please be advised that the MAXIMUM size permitted for the laydown-style boxes is 20 ¼" long x 13" wide x 7" high.** Other sizes may be available priced according to size (e.g., a 10-case bin is \$300.00 per year, plus tax). **Please note that all annual charges are non-refundable, i.e. there will be no refunds for bin(s) relinquished prior to the end of an annual term.** Each box that we receive should have your last name and the box number on it. The box numbers will correspond to the information listed on the attached Inventory template, which you will complete and forward to us. The Inventory template has columns for box number, quantity, vintage, size and description. **Please do not remove or add additional columns to the Inventory.** We do have laydown-style storage boxes available at a cost of \$6.00 per box. Should you wish for us to repack and inventory the wine for you and provide you with storage boxes, the cost is \$18.00 per box.

Once your initial shipment of wine has been received and inventoried, you may have wines shipped directly to us from wineries, other retailers, etc. The address is WPW Storage, 2009-A North 22<sup>nd</sup> Street, Tampa, FL 33605. **A complete list of those wines which you will be receiving must be provided to us prior to delivery of the wines.** When you wish to have wines pulled from your collection for pickup, please send an email to [storage@westpalmwines.com](mailto:storage@westpalmwines.com) with the box numbers, quantities and descriptions of the wines which you would like to pick up. No phone calls for wine pulls please, we must have an email record of all pull requests. Wines requested during the months of November-April will be ready for pickup **on the third business day following the date of the request,** as indicated below:

<b><u>Day Requested</u></b>	<b><u>Day Available</u></b>
Monday	Thursday
Tuesday	Friday
Wednesday	Saturday
Thursday	Monday
Friday	Tuesday
Saturday	Wednesday
Sunday	Wednesday

Wines requested during the months of May-October will be ready for pickup on the second business day following the date of the request. Pickup and receiving hours are 11:00 AM to 5:00 PM, Monday through Saturday.

Again, thank you for your interest in WPW Storage. Please let us know if you have any questions.