

Wine Storage Procedures

Wine Removal:

- All requests to remove wine from your storage area must be e-mailed to storage@westpalmwines.com. No requests will be accepted by phone or in emails to any other address.
- Requests to remove wine will be ready for pickup **on the third business day following the request** (Sundays not included as business days). **Requests received after 2:00 PM will be treated as having been received on the following day.**

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

- Wine pull requests for 5 cases or more are considered extensive pulls and require additional time of 3 to 5 business days.
- Requests made during November and December are subject to an additional day's notice.

Wine Receiving:

- All new storage clients will receive an inventory template that must be filled in with the incoming wines and e-mailed to storage@westpalmwines.com **prior to delivery. Please do not make changes to the inventory template format.**
- All wine received directly from existing storage clients, common carriers, wineries or other retailers **must** include a packing slip/inventory from the client/shipper.
- Wines received in shipping boxes with no accompanying Inventory will be inventoried and repacked into our laydown-style wine storage boxes at a cost of \$18.00 per box. Wines received in boxes suitable for our wine storage bins with no accompanying Inventory will be inventoried at a cost of \$6.00 per box.
- Our laydown-style wine storage boxes may be purchased directly from us at a cost of \$6.00 per box.