

Private Label Order Form

**Note: All Orders Must Be Paid in Advance**

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

Label Number & Description: \_\_\_\_\_

**\*Customer Note: please print exactly how you would like the label to read: We may have to adjust the layout depending on the type of label and the length of the message. Keep your message short, the longer the message the smaller the font. If you are doing more than one label or have text changes, please fill out a second form.**

- |          |                                       |
|----------|---------------------------------------|
| Line:    | Wines to Choose From<br>Please circle |
| 1. _____ | Zinfandel – Chardonnay - Cabernet     |
| 2. _____ | Pinot Grigio – Champagne - Reggae Red |
| 3. _____ | Sparkling Grape Juice - Reggae White  |

**\*please check your spelling and wording carefully. Your labels will be made exactly as you have printed and any changes will be an additional \$5 charge.**

**Special Instruction**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Gift Item Options**

Gift Basket \$ 7.00	Y	N
Ribbon & Shrink Wrap \$7.00	Y	N
Others (glasses etc.) _____		

**STOP: this section to be filled out by winery staff**

	Qty		Standard Price (+ \$5 per btl for logo/pic)	Total
Type of Wine _____	_____	X	_____ =	_____
Type of Wine _____	_____	X	_____ =	_____
Type of Wine _____	_____	X	_____ =	_____

**Step 1.** Date Order Taken \_\_\_\_\_ By \_\_\_\_\_

**Step 2.** Completed On \_\_\_\_\_ By \_\_\_\_\_

**Step 3.** Called for Pick- Up On \_\_\_\_\_ By \_\_\_\_\_

Rush Order (\$5)	=	_____
Design Fee(\$10)	=	_____
Gift Items Total	=	_____
Total	=	_____

Paid on \_\_\_\_\_ FOP \_\_\_\_\_ By \_\_\_\_\_

**\*Staff - Once Order is COMPLETED, please CALL customer and let them know their order is ready to be PICKED-UP!**