

Easley Winery Private Label Order

Your Name: _____ Pick up Date: _____

Address: _____

City: _____ State: _____ Zip: _____

Day Time Phone #: _____ Evening Phone #: _____

Label Number & Description: _____

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. If you are doing more than one label or have text changes, please fill out a second form.

TIP: Keep your message short—the longer the message, the smaller the type size.

TIP: Write clearly and do not blend letters. **Any mistakes made as a result of reading your writing will be an additional \$5 charge to you for the correction.**

Line: _____ Special Instructions: (Gift baskets, shipping, etc.)

1. _____
2. _____
3. _____

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.

Stop— This section to be filled out by winery staff

Type (s) of Wine:	Quantity	Type of Wine	Quantity
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

TOTAL # of bottles: _____

Total Due Today: \$ _____
 Method of Payment: Cash Credit Check

Date order taken: _____
 Order taken by: _____
 Completed order: _____
 Called for pick up on: _____
 Initial if you called: _____

Additional information or add ons: