



WINEWORKS

WineWorks Auckland Business Hours for Christmas /New Year 2015-16

We have put together this information about our Christmas closedown to ensure that your dispatches and work orders run smoothly during this time.

Please let us know if you have any questions about this.

	Fri 18 Dec	Sat 19 Dec	Sun 20 Dec	Mon 21 Dec	Tue 22 Dec	Wed 23 Dec	Thu 24 Dec	Fri 25 Dec	Sat 26 Dec	Sun 27 Dec	Mon 28 Dec	Tue 29 Dec	Wed 30 Dec	Thu 31 Dec	Fri 01 Jan	Sat 02 Jan	Sun 03 Jan	Mon 04 Jan	Tues 05 Jan	Wed 06 Jan	Thu 07 Jan	Fri 08 Jan
Warehouse/ Dispatch	Open Standard hours	Closed	Closed	Open 7.30am - 4.00pm	Open 7.30am - 4.00pm	Open 7.30am - 4.00pm	Open 8.00am - 12noon Client Collections Only	Closed	Closed	Closed	Closed	Open 7.30am - 4.00pm	Open 7.30am - 4.00pm	Open 8.00am - 12noon Client Collections Only	Closed	Closed	Closed	Closed	Open 7.30am - 4.00pm	Open 7.30am - 4.00pm	Open 7.30am - 4.00pm	Open 7.30am - 4.00pm
Drygoods	Standard	Closed	Closed	Open 7.30am - 4.00pm	Open 7.30am - 4.00pm	Open 7.30am - 4.00pm	Open 8.00am - 12noon Client Collections Only	Closed	Closed	Closed	Closed	Open 7.30am - 4.00pm	Open 7.30am - 4.00pm	Open 8.00am - 12noon Client Collections Only	Closed	Closed	Closed	Closed	Open 7.30am - 4.00pm	Open 7.30am - 4.00pm	Open 7.30am - 4.00pm	Open 7.30am - 4.00pm
Other Departments	Standard	Closed	Closed	Standard	Standard	Labelling only	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed

Other Departments includes: Admin, Laboratory, Planning / Logistics, Production

Production/Bottling Hours of Operation

The last day of production / bottling in 2015 will be Tuesday 22nd December. Production recommences on Monday 11th January 2015 for labelling only, and bottling recommences on 12th January.

We are advised that label printers and other suppliers may not reopen until 5th January therefore we ask that **any drygoods required** for production the week of 11th January, are received into WineWorks **no later than Wednesday 16th December** to ensure that they are available for your planned labelling or bottling run.

Run Specs and BOMS for week commencing 11th January

If you have bottling or labelling run(s) booked for week commencing 11th January, please ensure your specs are submitted **by Wednesday 16th December**, including all drygoods on site.

Scheduling for January

Please ensure that your bottling/labelling requirements for our January production plan are submitted to our planning team no later than Friday 11th December.

Production Planning and Administration Office

Our planning, customer service and administration team will operate until Friday 18th December and will be back in the office on Monday 11th January. Please note: Bottling can occur earlier in January if required with advance notice before 1st December 2015.

Dispatches and Warehouse

During the holiday period, the Warehouse and Distribution department will be closed the four statutory holidays, as well as both weekends. The warehouse will be open: **7.30am to 4.00pm – Monday 21st, Tuesday 22nd, Wednesday 23rd, Tuesday 29th and Wednesday 30th.**
8.00am to 12noon - Thursday 24th and Thursday 31st for client collections only.

There will be reduced staffing over this period at both WineWorks and at transport suppliers. Freight and courier delivery time frames are traditionally always longer than normal during the festive season, so we recommend placing dispatch orders as early as possible to ensure successful delivery.

To ensure delivery before Thursday 24th of December, we recommend orders are placed before 1pm Thursday 17th December.

The Team at WineWorks Auckland would like to take this opportunity to wish all our clients and friends a very happy and safe Christmas
