



# WineWorks Auckland Business Hours for Christmas / New Year 2019-20

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 20 Dec	Sat 21 Dec	Sun 22 Dec	Mon 23 Dec	Tue 24 Dec	Wed 25 Dec	Thu 26 Dec	Fri 27 Dec	Sat 28 Dec	Sun 29 Dec	Mon 30 Dec	Tue 31 Dec	Wed 01 Jan	Thu 02 Jan	Fri 03 Jan	Sat 04 Jan	Sun 05 Jan	Mon 06 Jan	Tues 07 Jan
<b>Warehouse/ Dispatch</b>	Open 6am to 6pm	Closed	Closed	Open 8am to 5pm	Open 8am to 3pm	Closed	Closed	Open 8am to 5pm	Closed	Closed	Open 8am to 5pm	Open 8am to 3pm	Closed	Closed	Open 8am to 5pm	Closed	Closed	Open Standard hours	Open Standard hours
<b>Dry Goods</b>	Open 6am to 6pm	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Open 8am to 5pm	Closed	Closed	Open Standard hours	Open Standard hours
<b>Other Departments</b>	Last Bottling Day	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Labelling Only	Production as usual

'Other Departments' includes: Administration, Laboratory, Planning / Logistics, Production

## Production/Bottling/Bulk Wine Hours of Operation

The last day of production Friday 20<sup>th</sup> December 2019/. Production recommences on Monday 6<sup>th</sup> January 2020 for labelling only, and bottling recommences on Tuesday 7<sup>th</sup> January.

Cellar and Tank farm - **No deliveries from 20th Dec until 6th Jan.**

## Run Specs and BOMS for week commencing 6th January

If you have bottling or labelling run(s) booked for the week commencing 6<sup>th</sup> January, please ensure your **specs are submitted by Wednesday 18<sup>th</sup> December**, including all dry goods on site. We are advised that most label printers and other suppliers may not re-open until 6<sup>th</sup> January.

## Bottling runs for January

Please ensure that your Bottling requirements for our January production plan are submitted to the planning team by Friday 13<sup>th</sup> December 19.

## Wine Export Certification Samples (WECS)

The last WECS tasting for 2019 will be Wednesday 18<sup>th</sup> and 19<sup>th</sup> December. The cut-off date for WECS samples is **Friday 13<sup>th</sup> December**. Please note there is a limit to the number of wines that can be tasted on this date. The first WECS tasting of 2020 will be Thursday January 9<sup>th</sup>.

## Production Planning and Administration Office

Our Planning, Client services and Administration team will operate until Friday 20<sup>th</sup> December and will be back in the office on Monday 6<sup>th</sup> January.

## Dispatches and Warehouse

During the holiday period, the Warehouse and Distribution department will be closed on the four statutory holidays, as well as both weekends.

There will be reduced hours and staffing (one shift) over this period at WineWorks. Freight and courier delivery time frames are often longer than usual during the festive season, so we recommend placing dispatch orders as early as possible to ensure successful delivery.

Christmas Eve and New Year's Eve the warehouse will close at 3pm.

Given how the dates fall this year, the week ending 20<sup>th</sup> Dec will be *very busy*, so we recommend orders are placed as early as possible.

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

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