

# Business hours for Christmas & New Year 2022-23



## WINEWORKS HAWKE'S BAY

	THU 22 Dec	FRI 23 Dec	SAT - TUE 24 – 27 Dec	WED 28 Dec	THU 29 Dec	FRI 30 Dec	SAT - TUE 31 Dec – 3 Jan	WED 04 Jan	THU 05 Jan	FRI 06 Jan	SAT - SUN 07 – 08 Jan	MON 09 Jan
<b>Warehouse/ Dispatch</b>	Open Standard hours	Open 7am- 12pm	Closed	Open 7am to 3pm	Open 7am- 12pm	Open 7am- 12pm	Closed		Open 7am to 3pm		Closed	Open Standard hours
<b>Dry goods</b>	Open Standard hours	Open 7am- 12pm	Closed	Open 7am to 3pm	Open 7am- 12pm	Open 7am- 12pm	Closed		Open 7am to 3pm		Closed	Open Standard hours
<b>Other Departments</b>	Labelling only	Open 7am- 12pm	Closed	Closed	Closed	Closed	Closed		Closed		Closed	Open Standard hours

Other departments include Administration, Laboratory, Planning / Logistics, Production & Wine Transport.

### Production / Bottling:

Last day of production is December 22<sup>nd</sup> and resumes on January 11<sup>th</sup>.  
Last day of labelling is December 23<sup>rd</sup> and resumes on January 9<sup>th</sup>.

### Production Planning / Administration / Client Services:

Last day of operation is December 23<sup>rd</sup> and is back on January 9<sup>th</sup>.

### Bulk wine pick up:

Collection for bottlings on January 11<sup>th</sup> will be picked up the day before as usual.

### Run Specs and BOMS for week commencing 9th January:

If you have labelling or bottling runs booked for the week commencing 9<sup>th</sup> January, please ensure your specs are submitted by December 21<sup>st</sup>.

### Bottling runs for January:

Please ensure that your required January bottling bookings are submitted to the planning team by December 16<sup>th</sup>.

### Warehouse / Dispatch:

We will have reduced staffing and hours between December 23<sup>rd</sup> to January 6<sup>th</sup>, operating 7am – 3pm each day.  
We recommend placing dispatch orders as early as possible to ensure successful delivery – especially over the two short 3-day weeks.

### Christmas cards:

As we have done in the years before, in lieu of Christmas cards to our clients, we are proud to donate \$1000 toward the great work done at Cranford Hospice.



The team at WineWorks Hawke's Bay would like to take this opportunity to wish all our clients and friends a very happy and safe holiday season.

Updated 3-Oct-2022

