

# SUMMARY OF POLICIES, PROCEDURES AND SERVICES

## Insurance and A.B.C License

- All Vinvision customers are responsible for providing property insurance for their own inventory
- A certificate of insurance for “property at additional location” must be on file for storage customers.
- The Alcoholic Beverage Control requires that we have a current license copy on hand. The usual license types are:

<b>TYPE 2:</b>	<b>Wine Growers License</b>
<b>TYPE 9:</b>	<b>Beer &amp; Wine Importer’s License</b>
<b>TYPE 14:</b>	<b>Public Warehouse License</b>

## Storage Fees

- All inbound storage will be charged \$0.20 per case.
- Monthly Storage Fees: (Case lots per SKU)

<b>1 – 5 cases</b>	<b>\$ 0.50 per month</b>
<b>6 – 100 cases</b>	<b>\$ 0.25 per month</b>
<b>101 – 500 cases</b>	<b>\$ 0.23 per month</b>
<b>501 – 999 cases</b>	<b>\$ 0.21 per month</b>
<b>1000 &amp; over</b>	<b>\$ 0.20 per month</b>
<b>Minimum storage charge:</b>	<b>\$35.00 per month</b>

## Inbound Vinvision Freight

- To arrange freight to be picked up by Vinvision, send an e-mail request to [freightin@vinvisiontrucking.net](mailto:freightin@vinvisiontrucking.net) with location, case count and date. Freight loaded & unloaded with a forklift will be charged at Power On/Power Off pricing. Hand loaded/unloaded freight will be charged at retail rates (see page 8 for Standard Rates).

<b>Power On/Power Off (Forklift load/unload)</b>	
<u>Quantity</u>	<u>Charges</u>
<b>1 – 35 cases</b>	<b>\$ 75.00 Minimum</b>
<b>36 – 55 cases</b>	<b>\$ 2.25 per case</b>
<b>56 – 112 cases</b>	<b>\$ 2.00 per case</b>
<b>113 – 167 cases</b>	<b>\$ 1.75 per case</b>
<b>168 – 279 cases</b>	<b>\$ 1.50 per case</b>
<b>280 – 391 cases</b>	<b>\$ 1.25 per case</b>
<b>392+ 616 cases</b>	<b>\$ 1.00 per case</b>
<b>617+ cases</b>	<b>\$ .85 per case</b>

\*A Fuel Surcharge will be added to all Pick-Ups and Deliveries. This charge is based on the Market Rate and is subject to change without notice.

## Cross Dock

- \$1.00 per case. Goods must be picked up within 7 days.

## Will Calls/Out Fees

- All outside trucking companies making an appointment for pick up must contact Vinvision before 3:00 p.m. the day PRIOR to pick-up.
- \$0.45 per case with a \$5.00 minimum

## Freight Consolidation

- \$1.10 per case plus current fuel surcharge.

## Inventory Reporting

- Monthly reports e-mailed the afternoon of the first business day of the month.
- Physical counts done yearly and upon advanced request.





## ORDER AND DELIVERY PROCEDURES AND POLICIES

- A 17% fuel surcharge will be applied to all of our published delivery rates.
- Orders can be sent to Vinvision via:
  - **Website:** [vinvision.gotdns.com](http://vinvision.gotdns.com). Sign in, Orders, Start a New Order
  - E-mail: [orders@vinvisiontrucking.net](mailto:orders@vinvisiontrucking.net)
  - Fax: 831-632-2296
- **All orders for next day delivery must be in by 3:00 p.m. Orders going to southern or northern California or Tahoe have earlier cutoffs. See Zone chart for individual cutoffs.**
- **All orders requiring special handling, such as re-packing or labeling must be in by 10:00 a.m. for next day delivery.**
- **All orders must have delivery instructions or information required for delivery to your account such as:**
  - Order number
  - Purchase order number
  - Receiving hours
- **Vinvision will contact you whenever the following occurs:**
  - Order is refused by the account
  - The account is closed the day of delivery and unreachable by phone.



## Additional Services and Fees

### Order Processing Charges

- Sales Orders:** \$1.25 per delivery document generated.
- C.O.D. Orders:** \$10.00 per order in addition to cost of delivery.
- Order Revision Charge:** \$2.00 per order revised prior to 4:00 pm.
- Order Revision Charge after 4:00 pm:** \$5.00 per order revised after 4:00 pm.
- Late Orders:** \$10.00 per late order received after cutoff.
- \*\*ORDERS ARE NOT ACCEPTED AFTER 5:00 PM\*\***

### Handling Charges

- Same Day Will Call Charge:** \$10.00 per order plus handling fees.
- Same Day Rush Consolidation Will Call Charge:** \$35.00 per order plus handling fees.
- Stage Fee:** \$5.00 per order for canceled orders already staged.
- Appointment Fee:** \$5.00 per order – Chain stores only.
- Split Case Fee:** \$5.00 per case for bottle orders and samples.
- Delivery Attempts:** Fee based on number of attempts and cases count.
- Restock Fee:** \$0.75 per case returned to stock due to refused orders, accounts not open at time of delivery stated on documents, order revisions, and order cancellations.
- Redistribution Handling Fee:** \$0.50 per case for non-inventory pick ups for VVT delivery.
- No Pallet Exchange:** \$8.50 per pallet
- Pallets #2 type:** \$10.00 per pallet
- Pallets #1 type, Hardwood heat treated:** \$12.00 per pallet
- United Parcel Service-UPS:** UPS delivery fees will be charged in addition to \$5.00 per order Will Call fee and \$5.00 per case Repack fee and cost of materials (see side box). We will give you an estimated time and cost quote based on the delivery address, weight and dimensions of your shipment.

Repack Fee	\$5.00
Shipper Size	Charge
12-pack box	\$9.50
6-pack box	\$5.75
3-pack box	\$4.25
2-pack box	\$4.00
1-pack box	\$2.00
1.5L box	\$4.00

### Additional Delivery Charges

- One Sided Delivery Charge:** \$10.00 per orders for deliveries with 2 hours or less of a delivery window.
- Driver Wait Time:** \$15.00 after the first 15 minutes. \$15.00 will be charged for each additional 30 minutes of wait time.
- Residential Delivery:** \$10.00 for deliveries to residential area.

### Warehouse Labor Charges

- Case Labels:** \$0.30 per case that requires labels applied.
- Strip Labels:** \$0.20 per bottle that require strip labels applied.
- Container Unloading (hand unload):** \$0.30 per case.
- Warehouse Labor:** \$40.00 per man hour for special projects such as reloading trucks (1/2 hour minimum charge).