



## **Instructions for transfer of wines purchased from other wine merchants to Private Cellar Reserves Ltd. at Vinothèque**

When transferring wines bought elsewhere into your reserves with Private Cellar Reserves Ltd we ask you to follow the steps below to ensure safe receipt of the wine into your personal account:

### **1. Obtaining a list of your wines**

If your wine is currently lying in another warehouse, please ask the merchant or warehouse to send you an up-to-date Excel spreadsheet of your reserves with the following information:

- the quantity and full description of each wine - wine name, grower, vintage, bottle size, number of bottles per case
- confirmation if the wine is not in its original case
- the original In Bond purchase price (this is not necessary for Duty Paid wines)
- recommended drinking dates if available (for your reserve statements)

This information is needed in order to ensure that the wines are booked in to your account correctly. For wines held In Bond, the purchase prices are a requirement of Customs and Excise and without these, your wines cannot be booked in to your account (they also risk being insufficiently insured in the event of a claim).

For Duty Paid wines, original cost prices are not required as VAT will have already been paid. However, all other information, as above, will be required.

Once you have this list, please forward it to us at Private Cellar.

### **2. Transfer instruction**

Once we receive a list of your reserves we will send you a transfer request to sign and forward to the other merchant(s)/warehouse(s) instructing delivery/transfer of your wines (In Bond/Duty Paid to Private Cellar Reserves Ltd. This is necessary, as most companies request that the instruction comes directly from you, in writing.

### **3. Booking in**

Providing we have full details of the wines in advance, upon arrival at Vinothèque they will be booked into your personal account with Private Cellar with unique indentifying rotation codes. If you would like us to send you an updated stock sheet at this time please do not hesitate to ask.

Please note that if wines arrive before we have the full information required, they risk sitting 'in limbo' whilst we obtain the details, and the risk of them being landed incorrectly is therefore greatly increased. This could result in a wine being attributed to the wrong account or the wrong VAT amount being applied upon eventual delivery of the wine, all of which are very hard to remedy several years later.

#### **4. Condition**

Please note that we cannot be held responsible for the condition of the wines held in your reserve if these wines were bought elsewhere.

#### **5. Charges for transfer of wine**

Our current charge for landing reserves purchased elsewhere is £3.65 per case or part case, excluding VAT. Our annual storage charge is currently £9.25 excluding VAT per year (or part year) per case, charged in arrears. For our full terms and conditions, please refer to our website at [www.privatecellar.co.uk](http://www.privatecellar.co.uk) or our wine list.

Private Cellar Reserves Ltd delivery Address details:

A/C PRI002  
Vinothèque  
Derby Turn Road  
Burton on Trent  
Derbyshire  
DE14 1RY

Booking in number 01375 853 777