

## BOTTLING YOUR CASK WITH US



Bottling Information, Options and Pricing

## Choosing to put the product into a bottle

You own a cask of whisky nestled deep in a bonded warehouse in Scotland - what to do with it? Keep it maturing a bit longer, sell it on as a cask, or bottle? Only you can decide this based on what you want to do with the bottles. Please be aware of all the costs you'll face. When you purchased that cask, you will not have paid excise duty or VAT. In order to release the product to be consumed, these must both be paid and will be itemised on your bottling invoice.

As there are now so many variables with our bottlings – different bottles, corks, seals, boxes, label sizes – we have tried to put as much information as possible onto one document that you can read to make an informed choice.

All customers wishing to have their product bottled by Whiskybroker Limited should read this at least once to try and answer as many questions as possible as well as forewarn you of any issues that you might not be aware of.

Once you are confident that you wish to proceed, we will send you a version of the final page of this document that you can complete and send to us. This removes the need to print out bottling request forms and then scan them to email to us. Please use one form per bottling.

## Why Choose us?

We understand the world of whisky is not simple so aim to help you with this whole process. We have a dedicated office team ready to answer any of your questions from filling out the bottling form to arranging shipments.

We have several aspects to our business - cask sales, bottle sales, warehousing and warehouse services as well as bottling. Bottling is a relatively small aspect of our work aimed at completing the process and getting the product to you. We therefore strive to keep the costs as competitive as possible. If you find aspects of bottling elsewhere that you prefer to what we do, please let us know and we'll change anything that can help make our service better.

Our expert bottling and labelling team aim to create exactly what you want. Whether you require your product in our standard bottle or a more bespoke choice, we have several options available. You can choose to have different bottle types, different strengths and choose to get your whole cask or part cask bottled. Labels do not need to be provided before bottling as a lot of bottlers prefer, which means that you can bottle at true cask strength if you wish, rather than having to lower the strength a little in order to have the labels prepared in advance.

We are also one of the only warehouses that will invite you to participate in your bottling. If you want to visit, take part yourself or with friends, please let us know!

## What we've accomplished so far

In 2023, we used 246,562 bottles to get our customers' Scotch and Irish Whisk(e)y, gin, rum and other spirits delivered to them, presented in a complete fashion that allows customers to enjoy their long-awaited product. We ship worldwide and offer a logistics service where you can ship all your bottles, consolidate goods and store with us for as long as you require.

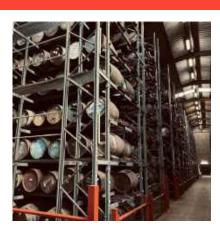
# Step by step breakdown of the bottling process

#### Send us your bottling form



We need all the information about what you want in a concise form, as multiple lines of production will use this information. We will send you a bottling form along with this document. You can type this or write it and email/post back to us (contact details at the bottom of this document). There are different forms depending if we are supplying the dry goods or you want to send these to us. The queue for bottling can be 1-8 weeks' time depending on the time of year you ask and the office staff can give you an approximate lead time. If you need this bottling for a certain date, please let us know on the form.

#### Getting your cask out of the racks



Each cask has a unique barcode. This will ensure the correct cask - out of 43,000! - is retrieved for bottling. Whether it's ground level or on the eighth level, we have the equipment to bring your cask safely to the bottling area.

#### Filtration and Hydrometer reading



Our warehouseman will empty your cask into a tank. This will be filtered through three different grades of filter -25, 10 and 5 micron - and a sample will be taken via hydrometer to assess strength. The sample is also run through our MT Densito D4 to confirm this strength. If you've requested a lower strength, the warehouseman will assess and add the correct amount of water and repeat the calculation process.

#### The bottling takes place..



Our bottling team have adjusted the bottling line to your exact bottle requirements. All of our equipment is vacuum operated, allowing us to have minimal losses (no liquid is left in pipework or pumps at the end of the bottling run). The bottles are cleaned, the liquid is delivered into the bottles on a conveyor; each level is manually tested. A corking machine pushes in the cork so the staff have time to inspect each bottle. These are sealed and placed in rows before being counted in full and placed into boxes. The staff complete the necessary HACCP and bottling paperwork so we can send you your bottling invoice.

#### Labelling



We can create and print your labels or you can post these to us. Please don't make your labels until after you've received your bottling invoice with the correct strength and yield (not applicable if you have chosen a lower strength). The Scotch Whisky Association and SDVS may check the labels so it's important that all the information matches. We won't be able to stick it on if it doesn't comply with SWA Labelling Regulations 2009. You can read these here: <a href="https://www.scotch-whisky.org.uk/media/1519/swr-guidance-for-bottlers-and-producers.pdf">https://www.scotch-whisky.org.uk/media/1519/swr-guidance-for-bottlers-and-producers.pdf</a>. Please be aware - for labels not printed by us - the customer will bear full responsibility for the labels. We are here to help but ultimately, these are the owner's responsibility.

#### What happens to my empty cask?



Whiskybroker do not have unlimited space for storage of empty casks after bottling. Empty casks are stored outside, exposed to the elements. Wind, rain and sun will quickly weather the cask so that metal hoops may break or fall off and labels can be lost. Casks should not be stored for longer than 6 months, and those casks which have been here longer than 6 months will be scrapped or turned into woodchip. If you would like us to keep a cask for re-filling, please request this on your bottling form and we will apply a plastic card to the cask bearing your name. It remains your responsibility to remember this cask and make suitable use of it. After six months, if not in use, this will be discarded without reminder.

#### **Shipping**



As per our Warehousing terms and Conditions sent out each year with warehouse rent invoices, Whiskybroker perform all sales and services ex-works. Whilst we may be able to help arrange transportation on your behalf, we do not make any recommendations about the quality of any haulier or their services. Any damage or losses which occur during transportation from our warehouse to you are not the responsibility of Whiskybroker, although we will always endeavour to help fix issues where possible. If you require insurance for the transportation, you should request it for the shipment.

## Bottles to choose from...

Bottles may not be to scale. Please request a specific spec sheet





Standard clear or green



Nocturne clear



Dumpy/SF058 clear



QBIC clear



<u>Douglas</u> clear or green



Regine clear



Aspect clear



Standard miniature clear. screw cap

Bottle Type	Sizes Available	Price per bottle ex-VAT (includes cork, PVC seal and labelled case)
Standard	70cl	£2.60
	75cl	£2.60
	5cl	up to 100 = £1.50 Minimum 100 = £1.00 Minimum 500 = £0.75
Dumpy/SF058	70cl	£2.90
Douglas	70cl	£4.10
Regine	70cl	£3.30
Nocturne	20cl	£2.60
	35cl	£2.90
	50cl	£3.10
	70cl	£3.70
QBIC	70cl	£4.15
Aspect	50cl	£3.30
	70cl	£3.60

## The Finishing Touches

Above bottle prices include the bottle, cork, cardboard box containing integral divider and case label. The price also includes a black or gold PVC seal.

If you'd like to upgrade to a metal seal, please indicate this on your request form. Metal seals are an additional £0.35+VAT each.

Wax sealing is available upon request for £1.50 per bottle. We offer black wax only and the price includes the cost of the wax and tear off seal. Please avoid this if shipping to a hotter climate as if the whisky expands upon temperature increase, the wax seals can soften and "pop" open.

Black gift tubes are available upon request for £1.30 plus labelling cost on top. In accordance with SWA Labelling Guidelines, where bottled whisky is sold in tubes, the tube must contain a front label.

### Just so you know...

- We make every effort to filter out all cask residue and sediment. This is assessed at time of bottling and labelling. However, some sediment may only become apparent after the bottles have been sitting stationary for some time. If we were to use a finer filter, this would result in a greater loss of liquid which, for a single cask, is not ideal. It would also result in the loss of some flavour.
- For heavily sherried whiskies, some fine residue from the sherry may still make it through the 5 micron filter, which when the liquid is agitated will be invisible but may settle into a very fine dusting of sediment at the bottom of the bottle over the course of a few weeks. Where bottles remain at Whiskybroker for a period of time awaiting labels, we will endeavour to tell you and provide photographs if such a sediment forms, however if the bottles are shipped immediately then this may be impossible for us to know about.
- Corks for bottles are sourced from a reputable supplier who we have used for many years.
  However, we have had a minimal number of reports of failure i.e. cork breaking apart upon
  opening. For non-standard bottles, the corks are applied by hand, so bottling staff can
  usually feel if the wooden top is not glued properly to the cork. Our supplier has stated that in
  times of excessive heat, the glue may become damaged and this will affect strength of the
  cork.

• While all whisky can be bottled at any strength above 40% vol., we do not recommend bottling at below 46% vol., as we do not have facilities to chill filter whisky before bottling. Chill filtering is a process whereby the whisky is chilled to around 0° C, which makes all the natural fats that are present in whisky become insoluble, before filtering out these fats. The lower the strength of the spirit, the higher the proportion of water and so the less soluble the fats are. Around 46% vol. the whisky can begin to appear slightly cloudy, and the closer to 40% vol. you reduce the whisky to, the cloudier it will appear. There isn't anything wrong with the whisky, but to potential consumers, it can look like the whisky has "gone off". Chill filtering is generally considered by enthusiasts to remove some of the flavour from the whisky, so it isn't a service that we have plans to start offering at present.



Staff labelling a customer's bottles seen here with black foil seal

## More Important Information on Labelling of Scotch Whisky

All bottlers of Scotch Whisky must be verified by the Spirit Drink Verification Scheme (SDVS), which is a department of HMRC. Scotch Whisky must be bottled and labelled inside Scotland prior to its removal to another country, including the rest of the UK. If you wish to re-label, rebottle or re-work a bottling after it has initially been completed by us, you should contact the Spirit Drink Verification Unit (SDVU) and confirm that this is permitted. Re-labelling of Single Grain, Blended Malt and Blended Scotch can be done outside Scotland provided an undertaking is given to HMRC and they will also require a copy of your proposed label. <u>Under nocircumstances</u> can Single Malt Scotch Whisky be bottled/labelled OR re-bottled/re-labelled outside Scotland.

The Scotch Whisky Regulations (2009) dictate the most up to date regulations regarding labelling and exporting Scotch Whisky. Any customer creating their own label should consult these regulations to ensure compliance and/or consult the Scotch Whisky Association for legal advice.

Whiskybroker Limited staff may give advice where we feel that there are issues with a label that are likely to be in contravention to the law, but as we are not legal experts, we will not be held responsible for any labels which are later deemed to be illegal, whether we have given advice or not.

All Single Malt Scotch Whisky must be bottled in Scotland. Single Grain, Blended Malt and Blended Scotch Whisky may be removed from Scotland in bulk, but must be in an inert container.

The category of the Scotch Whisky must be stated on the front of any container and on any individual packaging used for transportation or display purposes unless the front of the container is visible through the packaging. The categories are "Single Malt Scotch Whisky", "Single Grain Scotch Whisky", "Blended Malt Scotch Whisky", "Blended Grain Scotch Whisky" or "Blended Scotch Whisky".

This category must be printed so as to be clearly a sales description of the whisky – large and conspicuous enough for the naked eye. Equal prominence must be given to each word in the category. The category itself must be at least as prominent as any other description on the container or packaging, with the exception of any brand name or age statement which may also appear, or any separate use of the description "Scotch Whisky". The category must not be overlaid or separated with any pictures, nor can it be used in conjunction with any other words, with the exception of a region, which may be written immediately before the category, e.g. "Single Malt Scotch Whisky" can be written as "Islay Single Malt Scotch Whisky". Protected localities are "Campbeltown", "Islay", "Highland", "Lowland", "Speyside". Other localities have been used by other companies, such as "Island", so Whiskybroker believe that this is possible, but we have not received legal guidance on the matter.

The name of a distillery may not be used as a brand name if that name is Trademarked. All trademarks can be checked at the Intellectual Property Office's website. Trademarks differ from country to country and as Whiskybroker is not always able to know where you intend to release a product, it is the customer's responsibility to ensure that no Trademarks are breached. You may not present a product in any way that is misleading to a member of the public.

Traceability is a requirement for all food products, so either a business address, or website address that allows authorities the ability to contact somebody should there be an issue, must be included on the label (or rear label).

Strength must be written as "xx.x% vol." or "alc. xx.x% vol." "ABV" may not be used and no more than one decimal place can be used.

Whiskybroker can print our standard Whiskybroker design and can provide examples for specific casks. Our printer prints directly onto pre-cut rolls, so we can offer matt white, gloss white or vintage (parchment paper style) labels in a range of different sizes. The label size will depend on the bottle chosen so please ask for more information. We can print colours, but not gold or silver, so customers who plan on bottling regularly may wish to use a professional label printing company to achieve their desired finish.

All labels provided by customers must be self-adhesive, not wet-glue.

Labels provided on a sheet (not a roll) are more difficult to apply and must be applied by hand. Therefore, it is to be expected that there may be variation in the height of application on the bottle as well as how straight the label is applied. Customers who provide pre-cut labels on a flat sheet must accept that these may not be perfectly applied in all cases.

Labels on a roll are applied by machine to cylindrical bottles, so they can be applied at exactly the same height, with less potential for error. If your label supplier is capable of providing labels on a roll, this is preferable.

Where a flat sided bottle or tapered bottle is selected, the labels cannot be rolled on by machine and must be hand labelled.

Where labels come on sheet, they can be peeled from the front, usually without damaging the corner of the label. Where they are individually cut, the backing paper can be difficult to peel off, resulting in a slight crease at the corner.

It is the responsibility of the customer supplying the label to ensure that labels are thick enough to be applied without bubbling. Thin labels can be applied perfectly, but bubble at a later date due to changes in temperature.

Labels must be tough enough to withstand some movement inside the boxes. Where they aren't, the customer should specify that the bottles are individually bagged. As we are trying to cut down on plastic use, we will not automatically provide this.

Please note the label application is not included in the bottling price. Prices are as shown below plus VAT:

#### **Printing**

- · Any label front or back printed on our LX 3000e or LX2000e will be charged at £0.25 per label. Various sizes can be printed on white gloss, white matt or vintage cream.
- ·Importer back labels (white gloss or vintage cream) £0.10

#### **Applying**

- ·Front label application hand or machine applied £0.25
- ·Rear label hand applied £0.25
- ·Rear label machine applied £0.10
- · Any subsequent hand labelling (neck, cork etc.) £0.25

Bottles can be bagged individually in compostable, paper bags or plastic at a cost of £0.10 per bottle. We also offer cardboard sleeves for £0.25. You can choose to have no protective packaging but we cannot be held responsible for any damage occurring during transit.

#### Your Invoices

You will receive a bottling invoice upon completion of bottling. We don't want you to have any surprises when we request payment and so your bottling invoice should look something like this...

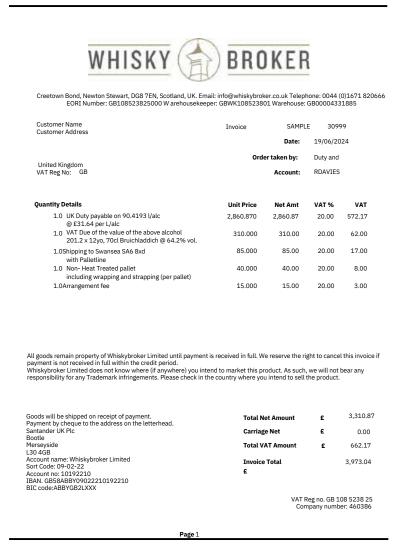


We will give you the yield, strength and cask details on the invoice. Labels you've selected on your bottling form will be itemised also even if not yet applied. It's quite common for customers to change their intentions regarding labels so you may receive a subsequent invoice if extra labelling duties are added.

If you choose to pay the excise duty and have these released to the UK for home use, we will pay HMRC and invoice you as seen below. You'll have to pay VAT on the excise duty and VAT on the value of the cask. We can assess this based on the age and L/alc of the bottles or you can provide us with your original purchase invoice if you have your original receipt.

If you wish to keep under bond or sell/send abroad, please do not request Excise Duty payment. Once the stamps are applied to the bottle (and we have paid HMRC on your behalf) we cannot reverse this. If you choose to opt for Excise Duty Drawback - a service for revenue traders only - (see Excise Notice 207), we cannot dedicate additional resources to help you.

Shipping prices will be passed on at cost price. We are a small company and would require payment in full before shipping your goods to your address.



For under bond shipments, excise duty and VAT will not be payable. A separate table below shows our service charges for any additional requirements.

Additional Services for Bottled Stock	Charge (all plus VAT)
Bottling picking fee per consignment (not applicable if the whole product is going to one destination)	£20.00
Non- Heat Treated pallet, including wrapping and strapping (per pallet)	£40.00
Heat Treated pallets (per pallet), including wrapping, strapping and pallet paperwork	£45.00
Use of Movement Guarantee (only Under Bond movements require this)	£30.00
EMCS completion	£20.00 per movement
Distribution to third party (your clients) (packing lists to be provided by customer)	£5 per case (capped at £150)
Storage of pallets of packaging	£2.50 per week, per pallet.
Storage of pallets of bottled stock (under bond or UK duty paid)	£2.50 per week, per pallet.
Putting bottles into gift boxes/ gift wrap	£0.25 per bottle
Wax Sealing (black only; we will provide wax and tear off seal)	£1.50 per bottle
Caramel Colouring	£0.01 per ml plus a £20.00 set-up fee.
Black Tube & Lid for Oslo, Zadig and Standard Bottles	£1.30 plus hand label cost
Age Certificate	£20.00
Methanol Certificate	£20.00
Certificate of Origin from The Chamber of Commerce	£65.00 direct cost

	plus £20.00 admin charge
Health Certificate Dumfries & Galloway Council	£85.00 direct cost plus £20.00 admin charge
Certificate of Free Sale	£20.00
Production of Bottling Certificate	£20.00
Certificate of filling	£20.00
Manually apply bottle numbers to label	0.10 per bottle
Application of export back label (supplied by customer)	£0.25 per bottle
Printing and applying export back label	£0.50 per bottle
Photographs (only charged if regularly requested)	£10.00
Shipping by Dachser - extra charge for the export customs clearance.	£25.00
Arranging shipments – Arrangement fee	£15.00
Phytosanitary Certificate from The Forestry Commission. (Required for empty casks to Europe)	£26.00

# Contact us

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