

The Bottle Collection Quick-Start Checklist

Five practical steps to know what you own, record where it belongs, and find it when it matters.

THE ONE-BOTTLE TEST

Could another person find one bottle using only your records?

YES = ORGANIZED

01 Name every storage area

Give each place containing bottles a simple name everyone understands.

- ☐ Cellar or wine room
- ☐ Wine refrigerator
- ☐ Kitchen rack
- ☐ Spirits cabinet or bar
- ☐ Floor cases or overflow storage

02 Record the exact location

Use a location such as Cellar - Rack 2 - Row 4 - Position 6.

- ☐ Storage area
- ☐ Rack, cabinet, or refrigerator
- ☐ Row or shelf
- ☐ Section or position
- ☐ Front or back when necessary

03 Capture what matters

Begin with the information that helps you recognize, find, and value each bottle.

- ☐ Producer or bottle name
- ☐ Vintage, age statement, or release
- ☐ Wine or spirit type
- ☐ Quantity owned
- ☐ Purchase date, price, and source

04 Remember when and why

Give special bottles a reason and a likely time to enjoy them.

- ☐ Suggested drinking window
- ☐ Special occasion
- ☐ Food pairing
- ☐ People you want to share it with
- ☐ Personal story or memory

05 Take ten minutes each month

A short monthly check keeps your records useful and prevents collection homework.

- ☐ Add recent purchases
- ☐ Record bottles that were consumed
- ☐ Update bottles that moved
- ☐ Review bottles ready to enjoy
- ☐ Correct quantities or locations

PUT THE CHECKLIST TO WORK

Bottle Vault keeps wine, spirits, exact locations, quantities, values, drinking windows, tasting notes, and memories together in one private collection.

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