

# Ordering Information

## General Information

1. Please write licensee name and customer number on all order forms and correspondence.
2. The Division no longer requires a minimum delivery of four cases. We can deliver any number of cases requested; however, we must recover the minimum trucking charge of **\$15.40 for a one-case delivery, \$12.10 for a two-case delivery, and \$8.80 for a three-case delivery**. The minimum charge will appear as a separate item on your invoice and will be included in your invoice total. We are committed to providing quality service at the lowest cost possible and are please to extend this option to you.
3. **PLEASE FILE ALL BREAKAGE AND SHORTAGE CLAIMS WITH CARRIER AT TIME OF DELIVERY.**
4. Report all mis-ordered and mis-shipped merchandise to the Division **within five (5) working days after receipt of product**. WLD will issue a return authorization that will allow the carrier to pick up such merchandise upon delivery of your next liquor order. Licensees may not receive credit for merchandise returned without prior approval from our accounting section. The Division will deduct outgoing freight from credit on mis-ordered merchandise. **NOTE: WLD will not accept the return of mis-ordered special order items.**
5. Hold all merchandise with CONCEALED DAMAGE for inspection by a compliance agent. Do not ship merchandise with concealed damage back to the Liquor Division. Please fully complete a separate claim form for each licensed industry representative. Claims for special order merchandise are subject to approval by the vendor, and credit will be issued when the Division receives payment from the vendor.
6. **Prices, labels, ages, vintages, appellations, and proofs are subject to change without notice.**
7. **\*\*\*PAYMENT REQUIREMENTS FOR ALL LIQUOR ORDERS\*\*\***  
Wyoming Statute 12-5-402(c) requires that payment be mailed within 24 hours of receipt of merchandise. This privilege will be rescinded if payments are not made accordingly. Checks returned for insufficient funds **will not** be re-deposited. Default of any liquor order payment will place the account on a cash basis for one (1) year per W.S. 12-5-402 (c). If you have further questions regarding payment requirements, please contact accounting at 307-777-7231.

## Listed Items

1. This price list supersedes all previous price lists. Prices include state excise tax and freight.
2. Asterisk \* in front of product description designates change; see Product Changes, page VI.
3. **The cut off time for ordering is 12:00 pm (noon) daily. Orders received after 12:00 pm are not processed until the next business day.**
4. Please note that all online orders for LISTED items are STAND ALONE orders and may not be added to at a later time. Orders placed for less than 4 cases will have additional freight applied as detailed in line 2 of General Information.
5. Any item can be purchased by the case, single bottle, carton, pack, or box. Product packaged in a pack or carton must be ordered in that quantity.
6. **SPLIT CASE CHARGES for less than case quantity are .40 cents per: ·Bottle ·Carton ·Pack ·Box**
7. Orders may be placed via Eliquor (<http://eliquor.wyoming.gov>) fax (800)443-7853, phone 307-777-7231, or U.S. Mail.
8. On faxed or U.S. Mailed orders, split cases need to be listed at the bottom of the order form.

## Special Order Items

9. All Special Order requests must be submitted in writing. Orders can be placed via Eliquor (<http://eliquor.wyoming.gov>) Fax 307-777-5872 or U.S. Mail.
10. Faxed and mailed special orders must be signed by the licensee or authorized agent. Please list (1) vendor's products per special order form. ELIQUOR automatically separates special orders by vendor upon submission of cart.
11. Due to pooling of shipments, **please allow at least 4-6 weeks for delivery of special orders**. Please make sure product descriptions are accurate, spelled correctly and include product advertisements or labels if possible. When specifying vintages on special orders, you must specify **"ONLY"** if you will not accept alternate vintages. Vendors may substitute vintages not specified as **"ONLY"** and you will be obligated to accept them.
12. Special order handling charges will be computed as follows:
  - **\$2.00 per case for 20 cases or less with a \$40.00 maximum per sales order regardless of quantity if ordered from a single vendor and received in the same shipment.**
  - **Example: 19 cases = \$38.00 / 21 cases = \$40.00**