



Revised Oct-16

WYOMING DEPARTMENT OF REVENUE LIQUOR DIVISION POLICY & PROCEDURE

MAKING A CHANGE ON A LISTED ITEM

WLD prints and distributes quarterly price-books to all licensed retailers in Wyoming. To ensure up-to-date and accurate information is provided, please follow the guidelines below when submitting information to make changes on a listed item.

Changes Included but not limited to:

- Pricing (For decreases please see Floor Stock Adjustment memo)
- Quantity per case
- Pallet/tier (Can be updated at any time)
- FOB point (Can be updated at any time but restrictions apply)
- Industry Rep / Broker (Can be updated at any time)
- NABCA code changes
- Description

The vendor must:

- Submit a new Standard Quotation and Specification form
- Provide WLD with no less than 60 days' notice unless otherwise noted above
- Update case labels

Required date schedule:

- To be effective February 1st, quotes are due no later than November 30 of the previous year
- To be effective May 1st, quotes are due no later than February 28
- To be effective August 1st, quotes are due no later than May 31
- To be effective November 1st, quotes are due no later than August 31

Notification of changes without a Quotation and Specification form cannot be accepted.