

LISTED (STATE STOCK) QUOTE FORM INSTRUCTIONS FOR WYOMING

- Open highlighted form from liquor.wyoming.gov using the following path:
 - Homepage - Wyoming Liquor Division Links - WLD Information Page - More Information and Forms - Product Information - Quotation and Specification Form
- All fields highlighted in yellow must be completed. Type directly on the form. There is no need to resize text boxes. Field names may disappear, but will reappear when “enter” or “tab” is pressed. **Please keep in mind that Wyoming is not a bailment state. Make sure the bailment box is not selected.**
 - Top right box: NABCA code number
 - 1. State = **Wyoming**
 - 2. Date Submitted
 - 3. Brand Name = **Product Description – should match product label**
 - 4. Effective Date = Feb. 1, May 1, Aug. 1, or Nov. 1. If NEW, use UPON APPROVAL
 - 5. **State Stock must be selected**
 - 8. Type = Varietal (i.e. Chardonnay, Blended Whiskey, etc.)
 - 9. Class = Overview Category (i.e. Red Table Wine, Domestic Whiskey)
 - 11. Age/Vintage
 - 12. Proof/Alcohol **Only required for distilled spirits**
 - 13. Domestic = x if product is domestic
 - 14. Imported = x if product is imported
 - 15. Distilled/Produced By
 - 16. Address = Address of Distiller/Producer
 - 17. Bottled By
 - 18. Address = Address of Bottler
 - 20. Ship Point = City & State where item is warehoused
 - 21. FOB Point = City & State where WLD or WLD carrier will take possession of product. **Should be Cheyenne, WY only if item will ship freight pre-paid**
 - 23. – 31. Reason for Change = select one
 - 32. Unit Pack = Bottles per case (if packs, please enter bottles per sleeve in field 34.)
 - 38. State Code = NABCA Code
 - 39. Cases per pallet & cases per layer (i.e. 56/14, 100/25, etc.)
 - 40. Case Weight
 - 41. Net Cost FOB Ship Point = FOB case cost (include freight if freight pre-paid)
 - 47. Total Invoice Cost = FOB case cost (should match line 41 exactly)
 - 57. Representative for the State = Wyoming Licensed Industry Representative’s name (do not enter the company he/she works for in this field)
 - 58. Supplier = Vendor of Record, telephone and fax numbers. By= Name of the person completing the quote