



STATE OF WYOMING
DEPARTMENT OF REVENUE
LIQUOR DIVISION
6601 Campstool Road
Cheyenne WY 82002-0110
PH: (307) 777-6451 FAX: (307) 777-5872
Website <http://liquor.wyoming.gov>

REQUIREMENTS FOR **ANY** CHANGE TO LISTED PRODUCTS
(i.e.: FOB Price, Name, Label, Quantity per Case, Pallet /Tier, FOB Point)

Before an FOB price change shall be accepted for a listed product, a Wyoming Liquor Division Quotation and Specification Form must be completely filled out and returned to Liquor Division according to the following schedule:

Changes effective February 1 are due November 30 of the previous year. (Ex: changes effective 2/1/16 are due 11/30/15)

Changes effective May 1 are due February 28

Changes effective August 1 are due May 31

Changes effective November 1 are due August 31

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

Changes to listed products other than an FOB price may be accepted any time during the year with proper notification (60 days prior to effective date) and submission of new Quotation and Specification form.

The Quotation and Specification Form:

- Must include the correct NABCA control state code.
- Must have pallet/tier quantities, weight, and all other pertinent information complete.
- Must be completed by vendor and signed with authorized signature.