SPECIAL ORDER PROCEDURE INSTRUCTIONS

TELEPHONE: 252-3189 V5M 3T5 FAX: 252-3236

Alcoholic spirits, wine and beer which are not listed or sold in British Columbia Liquor Stores may be obtained by placing a Special Order with the Liquor Distribution Branch, Special Order Division.

Customers who want to use this service and place a Special Order should obtain a copy of the Special Orders Booklet from any Liquor Distribution Branch Store or from the Liquor Distribution Branch, Special Order Division, 2625 Rupert St., Vancouver, B.C. V5M 3T5

The Special Orders Booklet contains policy details for — package sizes

- order quantities
- amount of deposit required
- pick-up locations for orders
- special products that may be ordered
- Liquor Distribution Branch pricing policy for liquor products

HOW TO REQUEST A SPECIAL ORDER

The process to place a Special Order is outlined below.

- The Customer completes the attached form SPECIAL ORDER REQUEST FOR PRICE QUOTATION (which incorporates the SPECIAL ORDER REQUEST TO PURCHASE) and submits the form in all 3 parts to the British Columbia Liquor Distribution Branch, Special Order Division, 2625 Rupert Street, Vancouver, B.C. V5M 3T5 or alternatively to any Liquor Store in the Province.
- The Liquor Distribution Branch advises the Customer of the estimated retail price and deposit amount required to proceed with the order.
- The Customer places an order by forwarding the deposit (which is 50% of the total amount) and the form "Special Order Request to Purchase" to the Liquor Distribution Branch.
- Upon receipt of the Special Order, Request To Purchase and deposit, the Liquor Distribution Branch Special Order Division will place the order with the Supplier or British Columbia Agent.
- Upon notification that the order is ready the customer picks up the order and pays the balance owing.

SPECIAL ORDER REQUEST FOR PRICE QUOTATION

Step 1. Complete the form Special Order Request for Price Quotation. A sample of this form is shown opposite.

PLEASE PRINT LEGIBLY

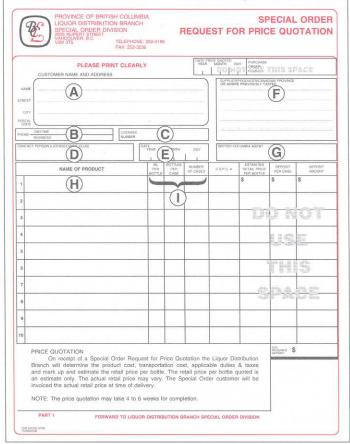
- (A) Enter name, address and postal code.
- (B) Enter daytime and business phone numbers.
- (C) Enter licensee number if applicable
- Indicate the name of a contact person if a licensee club, or society.
- (E) Enter the date the form is completed.
- Enter the complete name and address of the supplier or producer of the product — if known.

PLEASE NOTE: Only one supplier/producer is to be shown on the form. Use a separate Special Order form for each supplier/producer.

- (G) Provide the name of the British Columbia agent for the product - if known.
- Identify the product(s) for which a price quotation is requested and inloude:
- (1) millilitres per bottle bottles per case number of cases

Step 2. Mail all copies Parts 1, 2 & 3 of the form to: British Columbia Liquor Distribution Branch Special Order Division 2625 Rupert Street Vancouver, B.C. V5M 3T5

Alternatively, submit the form to any Liquor Store in the Province.



Upon receipt of the Special Order Request for Price Quotation the Liquor Distribution Branch will:

confirm the product availability

- estimate the retail selling price per bottle, and - determine the amount of deposit required to place the order

The Liquor Distribution Branch will return to the customer Parts 2 and 3 of the form which will contain the estimated retail selling price per bottle and 50% of the total amount for the deposit required to place the order.

SPECIAL ORDER REQUEST TO PURCHASE

Step 1. After the Liquor Distribution Branch has returned parts 2 & 3 of the form complete the Terms and Conditions section of the Special Order Request to Purchase.

A sample of this form is shown opposite.

- (A) Indicate the location of the store for order pick-up.
- (B) Sign and date the form.

Step 2. Send Part 2 - Special Order Request to Purchase with the required deposit to the:

> British Columbia Liquor Distribution Branch Special Order Division 2625 Rupert Street, Vancouver, B.C. V5M 3T5

PLEASE DO NOT SEND CASH IN THE MAIL

Alternatively, take the Special Order Request to Purchase and the required deposit to any Liquor Store.

Step 3. Retain Part 3 - Special Order Request to Purchase as a record.

Upon receipt of the completed Special Order Request to Purchase and the deposit, the Liquor Distribution Branch Special Order Division will place the order with the Supplier or British Columbia Agent.

Delivery times can vary for special orders and cannot be guaranteed by the Liquor Distribution Branch.

Approximate lead times:

Canadian Suppliers: 4 to 8 weeks North American Suppliers: 8 to 12 weeks Offshore Suppliers: 4 to 8 months

When the order is available for pick up at the designated location, the customer will be notified and at the same time will be advised of the actual retail price and balance required to pay for the order.

PLEASE NOTE: Special Orders must be picked up within 30 days after notification.

CUSTOMER NAME AND ADDR						DECOUNTED DAY PURCHASE STAGE NUMBER THES STAGE			
NAME NAME AND ADDRESS				SUPPLIERPRODUCER/CANADIAN PROVINCE OR WHERE PREVIOUSLY TASTED					
STREET									
CITY									
POSTAL CODE DAYTIME	UCENSEE								
PHONE BUSINESS	NUMBER								
CONTACT PERSON (LICENSEE/WINE CLUB)		DATE YEAR	MONTH	DAY 1	BRITISH OF	DLUMBIA AGENT			
NAME OF PRODUCT		ML PER BOTTLE	BOTTLES PER CASE	NUMBER OF CASES	CSP.C.	ESTIMATED RETAIL PRICE	DEPOSIT PER CASE	DEPOSIT	
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2									
3									
4.									
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9									
10									
		CONDITIONS							



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SPECIAL ORDER REQUEST FOR PRICE QUOTATION

TELEPHONE: 252-3189

	DEPOSIT PER CASE	
BIA AGENT ESTIMATED ETAIL PRICE ER BOTTLE	DEPOSIT PER CASE	DEPOSIT AMOUNT
ESTIMATED ETAIL PRICE PER BOTTLE	PER CASE	AMOUNT
ESTIMATED ETAIL PRICE PER BOTTLE	PER CASE	AMOUNT
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