



PROVINCE OF BRITISH COLUMBIA
LIQUOR DISTRIBUTION BRANCH
SPECIAL ORDER DIVISION
2625 RUPERT STREET
VANCOUVER, B.C.
V5M 3T5

TELEPHONE: 252-3189
FAX: 252-3236

SPECIAL ORDER PROCEDURE INSTRUCTIONS

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
- (D) Indicate the name of a contact person if a licensee club, or society.
- (E) Enter the date the form is completed.
- (F) 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.
- (H) Identify the product(s) for which a price quotation is requested and include:
 - (I) 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.

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SPECIAL ORDER
REQUEST FOR PRICE QUOTATION

PLEASE PRINT CLEARLY

DATE PRICE QUOTED		YEAR	MONTH	DAY	PURCHASE ORDER NUMBER	REMARKS
CUSTOMER NAME AND ADDRESS		NAME				
NAME		STREET				
CITY		POSTAL CODE				
PHONE	DAYTIME	BUSINESS		LICENSEE NUMBER	SUPPLIER/PRODUCER/CANADIAN PROVINCE OR WHERE PREVIOUSLY TASTED	
CONTACT PERSON (LICENSEE OR CLUB)		DATE	YEAR	MONTH	DAY	BRITISH COLUMBIA AGENT

NAME OF PRODUCT	ML PER BOTTLE	BOTTLES PER CASE	NUMBER OF CASES	C.S.P.C. #	ESTIMATED RETAIL PRICE PER BOTTLE	DEPOSIT PER CASE	DEPOSIT AMOUNT
1	(H)	(I)			\$	\$	\$
2							
3							
4							
5							
6							
7							
8							
9							
10							

PRICE QUOTATION

On receipt of a Special Order Request for Price Quotation the Liquor Distribution Branch will determine the product cost, transportation cost, applicable duties & taxes and mark up and estimate the retail price per bottle. The retail price per bottle quoted is an estimate only. The actual retail price may vary. The Special Order customer will be invoiced the actual retail price at time of delivery.

NOTE: The price quotation may take 4 to 6 weeks for completion.

TOTAL DEPOSIT \$

PART 1
FORWARD TO LIQUOR DISTRIBUTION BRANCH SPECIAL ORDER DIVISION

DETACH AND RETAIN THIS INSTRUCTION SHEET FOR REFERENCE

Continued over

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.



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 2625 RUPERT STREET
 VANCOUVER, B.C.
 V5M 3T5

TELEPHONE: 252-9189
 FAX: 252-3239

**SPECIAL ORDER
 REQUEST TO PURCHASE**

PLEASE PRINT CLEARLY

DATE PRICE QUOTED		PURCHASE DISCOUNT	
YEAR	MONTH	DAY	PERCENT
			DO NOT USE THIS SPACE

CUSTOMER NAME AND ADDRESS		SUPPLIER (FEDERAL/PROVINCIAL/PRIVATE OR WHERE PREVIOUSLY TASTED)
NAME		
STREET		
CITY		
POSTAL CODE		
PHONE - DAYTIME	LICENSEE NUMBER	
BUSINESS		
CONTACT PERSON (LICENSEE/WINE CLUB)		BRITISH COLUMBIA AGENT
DATE YEAR MONTH DAY		

#	NAME OF PRODUCT	ML PER BOTTLE	BOTTLES PER CASE	NUMBER OF CASES	C.S.P.C. #	ESTIMATED RETAIL PRICE PER BOTTLE	DEPOSIT PER CASE	DEPOSIT AMOUNT
1						\$	\$	\$
2								
3								
4								
5								
6								
7								
8								
9								
10								

TERMS AND CONDITIONS: THE LIQUOR DISTRIBUTION BRANCH IS REQUESTED TO PURCHASE THE ABOVE LISTED PRODUCTS FROM THE SUPPLIER/PRODUCER INDICATED. THE CUSTOMER AGREES TO PAY THE INVOICED AMOUNT CHARGED BY THE LIQUOR DISTRIBUTION BRANCH AND UNDERSTANDS THAT THE AMOUNT SO INVOICED MAY VARY FROM THE ESTIMATED RETAIL PRICE PER BOTTLE SHOWN ABOVE.

PLEASE SPECIFY ANY GOVERNMENT LIQUOR STORE WHERE YOU WOULD LIKE TO PICK UP YOUR SPECIAL ORDER UPON REMITTANCE OF YOUR DEPOSIT.

STORE NO.:	(A)	(B)
STORE NAME:	CUSTOMER SIGNATURE	
	DATE	

PART 2 FORWARD TO LIQUOR DISTRIBUTION BRANCH SPECIAL ORDER DIVISION

TO ORDER: SIGN AND DATE THIS FORM, FORWARD THE FORM AND THIS DEPOSIT BY CHEQUE OR MONEY ORDER TO THE LIQUOR DISTRIBUTION BRANCH.

DETACH AND RETAIN THIS INSTRUCTION SHEET FOR REFERENCE



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SPECIAL ORDER REQUEST FOR PRICE QUOTATION

PLEASE PRINT CLEARLY

DATE YEAR	PRICE QUOTED MONTH	DAY	PURCHASE ORDER NUMBER
DO NOT USE THIS SPACE			

CUSTOMER NAME AND ADDRESS

NAME _____
STREET _____
CITY _____
POSTAL CODE _____

SUPPLIER/PRODUCER/CANADIAN PROVINCE
OR WHERE PREVIOUSLY TASTED

PHONE DAYTIME _____
BUSINESS _____

LICENSEE
NUMBER _____

CONTACT PERSON (LICENSEE/WINE CLUB) _____

DATE
YEAR MONTH DAY
_____|_____|_____|_____|_____|_____|

BRITISH COLUMBIA AGENT _____

	NAME OF PRODUCT	ML PER BOTTLE	BOTTLES PER CASE	NUMBER OF CASES	C.S.P.C. #	ESTIMATED RETAIL PRICE PER BOTTLE	DEPOSIT PER CASE	DEPOSIT AMOUNT
1						\$	\$	\$
2								
3								
4								
5								
6								
7								
8								
9								
10								

DO NOT
USE
THIS
SPACE

PRICE QUOTATION

On receipt of a Special Order Request for Price Quotation the Liquor Distribution Branch will determine the product cost, transportation cost, applicable duties & taxes and mark up and estimate the retail price per bottle. The retail price per bottle quoted is an estimate only. The actual retail price may vary. The Special Order customer will be invoiced the actual retail price at time of delivery.

NOTE: The price quotation may take 4 to 6 weeks for completion.

50% REQUIRED DEPOSIT \$ _____

PART 1

FORWARD TO LIQUOR DISTRIBUTION BRANCH SPECIAL ORDER DIVISION