

## Standard Quotation & Specification Form Instructions

Obtain form from Wyoming Liquor Division website (or NABCA website).

Eliquor.wyoming.gov

Homepage

Wyoming Liquor Division Links

WLD Information Page

More Information

Product Information

Quotation and Specification Form

Monitor and meet Wyoming Liquor Division deadlines.

Follow above path thru Product Information

Product Listing Change Request

Fill out form completely (all yellow highlighted fields on handout **MUST BE FILLED OUT**). **Forms with missing or wrong information will be returned to the vendor. Resubmits must meet deadline. Quote must be completed by vendor of record, not Wyoming representative.**

**State Code:** (box in top right hand corner) **NABCA code number**

1. **State:** Quote should read **Wyoming**

2. **Date Submitted:** **Date** quote is filled out and submitted (**mailed, faxed or emailed**)

3. **Brand Name: Description** in our price book duplicates this field. **Enter the way you want the product to be listed** (WLD will keep size and brand extensions consistent with current descriptions)

4. **Effective Date:** **Date** must match the next available price list date **Feb 1, May 1, Aug 1, Nov 1** (60 days notice required)

5. **State Stock: All listed items should be checked here**

8. **Type:** (**Whiskey-Blended, Irish Foreign Btl, Irish US Btl**), (**Gin-Straight, Flavored**), (**Vodka-Straight, Flavored**), (**Rum-Dark, Light**), (**White Table Wine-French/Bordeaux, German/Rhine, USA/Chardonnay**), (**Red Table Wine-Italian/Chianti, USA/Merlot**), (**Sparkling Wine-French/Champagne, USA/Spumante**)

9. **Class:** **Whiskey, Gin, Vodka, Rum, White Table Wine, Red Table Wine, Sparkling Wine**

11. **Age/Vintage:** Example: **10 Yr or 1999** (N/A if not applicable)

12. **Proof/Alcohol:** Example: **86 Pr** (N/A for wine)

13. **Domestic:** **Check if product is domestic**

14. **Imported:** **Check if product is imported**

15. **Distilled/Prod By:** Helps to determine Domestic/Imported & Bottled categories in our price list

16. **Address:** Helps to determine Domestic/Imported & Bottled categories in our price list

17. **Bottled By:** Helps to determine Domestic/Imported & Bottled categories in our price list

18. **Address:** Helps to determine Domestic/Imported & Bottled categories in our price list

20. **Ship Point:** **Should be the same as line 21 FOB Point unless product ships Freight Prepaid – If shipping freight prepaid enter actual city, state and warehouse name here**

21. **FOB Point:** **\*\*VERY IMPORTANT!\*\*** This field indicates the point where Wyoming Liquor Division takes possession of the product. **Enter city, state and warehouse name (if applicable) here - If the product ships freight prepaid enter Cheyenne, WY here**

23. – 31. **Reason for change:** **Check any box that pertains-If checking 31 Explain on line 54 Remarks**

**\*\* Please complete lines 32-53 in the appropriate size column\*\***

32. **Unit Pack:** **Total number of bottles per case**

38. **State Code:** **NABCA code number**

39. **Cases/Pallet & Cases/Layer:** **Number of Cases per Pallet and Number of Cases per Layer** Should be self explanatory

40. **Case Weight:** Self explanatory

41. **Net Cost FOB Ship Point:** **Price WLD will be invoiced** As a general rule, if product ships freight prepaid include any freight here. If vendor is exception they have been notified.

47. **Total Invoice Cost:** **Price WLD will be invoiced (same as line 41)**

57. **Representative for the State:** **Individual rep name (not company name)**

58. **Supplier:** **\*\*VERY IMPORTANT!\*\*** **Name of the Vendor of Record Telephone & Fax Number:** **Should be numbers to contact person completing the quote form** **\*Quote must be signed by authorized personnel from vendor\*** We need a legible name here

Please note:

6. **Bailment:** Not applicable for Wyoming - **this should not be checked**

34. **Bottles/Sleeve:** If a multi bottle pack-enter number of bottles in each pack Example: If there are 10-1.7 oz. bottles in a pack/12 packs per case) **Enter 10**

42. **U.S. Freight:** **Should be blank (exception vendors have been notified)**

50. **Last/Previous Quoted Cost:** **Previous cost quoted on line 47**

54. **Remarks:** **Use to communicate additional information between vendor and WLD**