

Special Order Request for Price Quotation Instructions

Step 1

Download the **Special Order Request for Price Quotation and Purchase** form the *Resources* page on www.ldbwholesale.com

Step 2

Complete the Special Order Request for Price Quotation form with as much information as possible. Submit the form via postal mail, fax or by scanning the form and emailing the LDB Purchasing Department, Special Orders.

Email	Fax	Mail
specialorderdesk@bcldb.com	604-252-3236	BC Liquor Distribution Branch Purchasing Department, Special Orders 2625 Rupert Street Vancouver, BC V5m 3T5

Step 3

Purchasing, Special Orders Department will contact a supplier for product availability and pricing information.

If the product is available, all applicable costs (e.g. freight charges, duties, taxes, mark-ups) will be calculated. A retail price per bottle and case will be determined. This quoted price is subject to change based on final confirmation by the Supplier.

Should this occur, Special Orders will contact you with the revised price quote before the purchase order is released.

Step 4

The form with the quoted retail price will be sent back to you for your review and approval to proceed with the order.

Step 5

To proceed with the order, complete and sign the Acceptance Quotation and agreement to pick up the product and return to Purchasing Department, Special Orders.

Step 6

Upon receipt of the Acceptance Quotation and agreement to pick up the product, Special Orders will place the order with the Supplier.

Important Notes:

- Due to the cost of importing liquor products, minimum order quantities may be imposed by the supplier. The LDB's minimum order requirement is one case.
- The price quotation process may take four to six weeks for completion.
- Product delivery time varies and is dependent on supplier location. Delivery may be anywhere from four to eight weeks if purchased from a domestic supplier or up to six months for orders sent to suppliers outside of Canada.
- Importation of special orders will be subject to social responsibility and health guidelines.