



Ordering Spirits

Each spirits, beer and restaurant licensee is assigned to a specific state or contract liquor store. This enables our employees to become familiar with your inventory needs and serve you more efficiently.

Your Assigned Store

A letter notifying you of your store assignment will be mailed to you within 30 days of filing your license application. Be sure to meet with your designated store manager two weeks before placing your first liquor order to ensure the product you need for your first day of business is available.

Changing a Store Assignment

If you wish to change your assigned store, contact the district manager for your Area (to liquor store phone numbers and managers visit www.liq.wa.gov and select "Stores and Products"). Your assigned manager can provide you the name and number of your District Manager. Have the following information ready:

- Your liquor license number (purchase permit) on the Master Business License.
- The location of the store where you would like to make your purchases.
- The reason/s you are requesting a store reassignment.

Placing Orders

- Place only one order per week.
- Order at least one day in advance.
- Set up an order placement and pickup schedule with your store manager.
- Make sure to have your purchase permit when picking up your order.
- Do not order tenths (375 ml) unless the brand is available only in that size.
- Provide your store manager a two-week notice if you anticipate a large increase or decrease in the size of your normal order.
- If you use a half-case or more of a brand each week, a full case will be ordered. Your store manager will hold special-priced inventory at your request.

Payment

- You may purchase by check **only if** you have a standard check acceptance agreement on file with the Liquor Control Board, **and**,
- The agreement is on file at your designated store.
- When purchasing by personal credit card, the signature on the sales draft must match the signature on the card.
- Corporate credit cards will be accepted **only** from people whose names are listed on the **licensee authorized signature rights list**.
- **You** are responsible for updating your signature rights list.
- The invoice and credit card sales draft must be signed by a person on the signature rights list, and the signature on the sales draft must match the signature on the employee authorized signature rights list.
- The purchase invoice and credit card sales draft must be signed in the store where the purchase is made.

Product Availability

Please be aware that smaller stores may not carry every item on the price list. Single bottles of items in 750ml or 375ml sizes are available from the Distribution Center. Those items are coded "P" on the price list.

If you are interested in brands not on the price list, ask your store manager for assistance. The requirement to purchase case quantities may apply.

Emergency Orders

In case of unexpected demand, you may occasionally place an "emergency order" with your liquor store. Emergency orders are limited to a total of 12 bottles.

If your liquor store is closed, use the most conveniently located liquor store for your emergency order. Please remember to take your liquor license permit with you and provide as much notice as possible to allow store personnel to process your order.

If you need assistance, contact your store manager or the **Retail Services Division at 360-664-1789**.

Product information and store locations also are available on our Web site: www.liq.wa.gov (select "Stores and Products").