

Mandate: Price postings are required by RCW 66.28.180 and WAC's 314-20-100 and 314-24-190. **The Board may reject any filing not in compliance with these regulations. No late filings will be accepted to correct items, which were not filed in accordance with these guidelines.**

Every beer or wine distributor shall file with the Washington State Liquor Control Board (WSLCB) a price posting showing the distributor prices to retail licensees within the state, including deposits and allowances, if any, for returned empty containers.

Product prices shall be filed on this form, or a reasonable facsimile thereof. Deposits and empty container allowances shall be filed on licensee letterhead.

All pricing and allowances are filed **per case**. Case size is identified by the product code. **Quantity discounts are prohibited.**

Identify licensee submitting posting:

Use the primary trade name location address and six-digit liquor license number found on your license or approval letter to identify your company. Include the name and phone number of the person to contact regarding this price filing.

Multiple license locations:

Licensees with more than one licensed location must submit a separate price schedule for each location.

Filing Period:

Distributor filings must be postmarked no later than the 10th of the month and will go into effect the first day of the **next** month. Revisions postmarked by the 15th of the month will also go into effect the first day of the **next** month.

Date Effective is determined by filing date (see above).

The filing period is the same for all prices, deposits and allowances as well as adding and deleting products.

Effective Period:

The regular selling price stays in effect until a change is submitted and approved.

Post-off prices are **effective for one month only** and must be refilled for each month in effect.

Action Code:

"**A**" if this product is being **added** to your catalog

"**D**" if this product is being **deleted** from your catalog

"**P**" if posting a **change** to an item already in your catalog

WSLCB Product Code:

Identifies the product you are posting. The product code is assigned by the WSLCB at time of label approval and identifies a specific product and package. Items may not be posted until the product code is assigned by the Board.

Supplier License No:

The WSLCB license number of the company from which the product was purchased.

For foreign produced products purchased from a source outside of Washington State, the distributor must show their own license number in this column.

Post-Off Price:

A temporary price reduction at which product will be invoiced for one month only, superseding the regular selling price.

Regular Selling Price:

This is the price invoiced to Washington retailers. The regular selling price must always be indicated on the posting regardless of the action code.

Note: The regular and post-off prices must be at least ten percent more than acquisition cost.

Freight Cost:

Required when the supplier sells the item at an FOB price. The per case freight cost to ship the product from the supplier to the distributor's warehouse. May be the average freight cost to the best of the distributor's knowledge.

Washington Tax: Required for all beer, wine and cider products. The **per case** WSLCB excise tax paid by the distributors.

Close-out:

Must be indicated for every item posted. Y if item is being filed as a closeout. N if item is not on closeout. **Note:** Items on closeout may not be restocked for one year from the original closeout date.

