

PLCB-20 3/09	STANDARD QUOTATION AND SPECIFICATION FORM	BUREAU OF LOGISTICS
COMMONWEALTH OF PENNSYLVANIA PENNSYLVANIA LIQUOR CONTROL BOARD		PLCB Code:

Today's Date	Requested Effective Date	Product Availability Date
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1. Is the product being submitted to be considered a regular item, a Luxury item or SLO?

2. Is the Product

☐ Imported or ☐ Domestic?

3. What is the Minimum Shipping Quantity?

4. PLCB Consolidation *OR* Vendor Direct

5. Shipping Point Name and Address:

NAME	STREET ADDRESS	CITY	STATE	ZIP CODE
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6. Distilled or Produced By:

NAME	STREET ADDRESS	CITY	STATE	ZIP CODE
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7. Bottled By:

8. Attributes - Check All That Apply:

☐ Organic ☐ Sulfite Free ☐ Biodynamic ☐ Vegan ☐ Kosher ☐ Mavushal

9. WINE Complete Brand Name:

10. WINE Complete Flavor/Grape Variety:

11. WINE Appellation:

12. WINE Quality (e.g. Reserve):

13. WINE Class (select one):

☐ Table ☐ Sparkling ☐ Asian ☐ Box ☐ Dessert ☐ Misc.

14. WINE Alcohol %:

15. Vintage Year:

Wine Color:

16. SPIRIT Complete Brand Name:

17. SPIRIT Type:

18. SPIRIT Appellation:

19. SPIRIT Age:

20. SPIRIT Proof:

21. SPIRIT Flavor:

22. ACCESSORY Complete Brand Name:

23. ACCESSORY Type:

24. Is this product sold under any other Brand Name: <input type="checkbox"/> Yes <input type="checkbox"/> No	VENDOR USE ONLY	PLCB USE ONLY
25. Universal Product Code EAN/UCC13		
26. Ounces Per Bottle		
27. Metric Per Bottle		
28. Bottle Dimensions (LxWxH)/Inches		
29. # Units Per Case		
# of Units Per Inner		
# of Inners Per Case		
30. Case Size (LxWxH)/Inches		
31. Case Weight (Lbs)		
PALLET INFORMATION		
32. Shipping Container Code SCC EAN/UCC14		
33. Tier (# of Cases Per Tier or Layer)		
34. Height (# of Tiers or Layers High)		
35. Pallet Size (# of Cases Per Pallet)		
36. Net Cost FOB Shipping Point		
37. Add Ocean Freight if Shipped From Abroad		
38. Add Marine Insurance if Shipped From Abroad		
39. Add US Freight if Quoting On a Delivered Basis		
40. Total Invoice Cost (In Bond) <input type="checkbox"/> Yes <input type="checkbox"/> No [Total Invoice Cost Must Be Equal to the Unit Cost Multiplied by the Units Per Case (No Fractions of a Cent)]	Case Cost:	Unit Cost:
41. Suggested Retail Shelf Price		
Reserved for PLCB USE		
Reserved for PLCB USE		
Reserved for PLCB USE		
Reserved for PLCB USE		
Reserved for PLCB USE		
Reserved for PLCB USE		
42. REMARKS:		
43. These prices are quoted subject to and in accordance with the "Standard Contract Terms and Conditions for Purchase Orders" found on the Board's website at www.lcb.state.pa.us . We certify that the foregoing information is correct:		
44. _____ NAME OF COMPANY / VENDOR OF RECORD	_____ AUTHORIZED OFFICIAL NAME AND TITLE	_____ SIGNATURE AUTHORIZED OFFICIAL
45. PLCB License/Permit No. (If Required) _____		
Address: _____ City: _____ State: _____ Zip Code: _____		

INSTRUCTIONS FOR COMPLETING STANDARD QUOTATION AND SPECIFICATION FORM:

PLCB Code (upper right corner of form): Please provide if known

Today's date

Requested effective date

Product availability date: Date that the product will be available to the PLCB to order

1. Is the product to be considered for Regular Stock (full availability in all stores), Luxury Stock (limited availability in select stores), or by Special Order (by customer basis)?
2. Is the product imported or domestic?
3. What is the minimum shipping quantity that you will ship?:
4. PLCB Consolidation or vendor direct: Are you taking advantage of the PLCB's Consolidation or are you shipping direct to our warehouse?
- 5, 6, 7. Shipping Point Name and Address, Distilled or Produced by, and Bottled by: Self explanatory
8. Please select all the attributes that apply
9. Wine Complete Brand Name: Producer's complete name
- 10, 11. Wine Complete Flavor/Grape Variety: Wine flavor if applicable; grape variety if applicable; wine appellation if applicable
12. Wine Quality: Any distinguishing characteristics of the wine (for example Reserve, Crianza, etc.)
- 13, 14. Wine Class: Wine Alcohol %: Self explanatory
15. Vintage Year/Wine Color
16. Spirit Complete Brand Name: Producer's name
17. Spirit Type i.e.: Rum, Vodka, Gin, Scotch etc.
- 18, 19, 20, 21. Spirit Appellation, Spirit Age, Spirit Proof, Spirit Flavor: Self explanatory if applicable
- 22, 23. Accessory Brand Name and Type: Self explanatory
24. Is the Product sold under any other brand name? Self explanatory
- 25, 26, 27, 28. Self explanatory
29. Number of units per case; if case is made up of sleeves (or inners), how many units are in the sleeve? How many sleeves are in the case?
30. Case dimensions in inches to 2 decimal places (no fractions)
31. Case weight in pounds
32. 14-digit Shipping Container Code (SCC) with valid check digit
33. Tier: number of cases per pallet layer
34. Height: number of case layers per pallet
35. Pallet Size: total cases on a pallet
36. Net Cost FOB Shipping Point: Self explanatory
37. Add Ocean Freight If Shipped From Abroad: self explanatory
38. Add Marine Insurance If Shipped From Abroad: Self explanatory
39. Add US Freight If Quoting On a Delivered Basis: Self explanatory
40. Total Invoice Cost (In Bond): If In Bond, check Yes; If Not In Bond, check No; Total Invoice Cost Must Equal Unit Cost Times Units Per Case.
For Example: A 12 bottle case for \$145, the individual bottle price equals \$12.0833. The system will then multiply \$12.0833 by the unit pack (in this case 12), the total is then \$144.9996. **This will create a failed 3-way match because the calculated invoice amount, \$144.9996, will not equal the original Purchase Order Amount of \$145.**
41. Suggested Retail Shelf Price: Self explanatory
42. Remarks: State reason for quotation form; for example, "New Listing"; "Change in Wine Appellation"; "Price Increase", etc.
43. Certification statement acknowledged by signature in #44
44. Name of Company/Vendor of Record/Authorized Official Name and Title/Signature Authorized Official: Self explanatory
45. PLCB License/Permit No. (If Required)/Address/City/State/Zip Code: PLCB License/Permit Number of Vendor of Record; Address/City/State/Zip Code of Vendor of Record