



STATE OF WYOMING
DEPARTMENT OF REVENUE
LIQUOR DIVISION
6601 Campstool Road
Cheyenne WY 82002-0110
Website: <https://liquor365.wyo.gov/>
PH: (307) 777-6457

REQUIREMENTS FOR ANY CHANGE TO LISTED PRODUCTS
(i.e., FOB Price, Name, Label, Quantity per Case, Pallet /Tier, FOB Point)

A Wyoming Liquor Division Quotation and Specification Form must be completely filled out and returned to Liquor Division according to the following schedule before an FOB price change shall be accepted for a listed product:

Changes effective March 1 are due December 31 of the previous year.

Changes effective June 1 are due March 31

Changes effective September 1 are due June 30

Changes effective December 1 are due September 30

Notification of changes by correspondence without a Quotation and Specification cannot be accepted. Please observe the following requirements:

- Email quotation and specification forms for listed items to Wendy.Gregorio@wyo.gov
- Quote forms must be in PDF format;
- Send multiple quotes as one large file rather than separate attachments;
- Do not send quotes for items that are not listed as state stock in Wyoming.
 - Contact the licensed industry representative if unsure of listing status prior to submitting quotes.
 - Quotes for special order items or items not in the Wyoming Liquor Division database will not be reviewed or accepted.

Changes to listed products other than an FOB price may be accepted any time during the year with proper notification (60 days prior to effective date) and submission of new Quotation and Specification form.

The Quotation and Specification Form:

- Must include the correct NABCA control state code.
- Must have pallet/tier quantities, weight, and all other pertinent information complete.
- Must be completed by vendor and signed with authorized signature. (Electronic signatures are acceptable.)