



ISLD Special Order Menu Request Instructions:

Dear Valued Licensee Account Representative,

We have developed the attached form to allow our team to fulfill Special Order Items requested to support your on premise menu promotions that feature Special Order products. Submissions are required to be submitted 90 days in advance of the promotion activation date. This will allow enough time to confirm pricing, order and mitigate any logistical supply constraints.

- Please complete the attached form with all details asked for and return to your liquor store.
- You must include the total forecast needed each month - If you have multiple locations with the same need and pickup at different ISLD store location, please submit a separate form for that location.
- Only include Special Order Items currently listed as a Special Order with ISLD. A current list of Special Order items can be requested from your store manager or found at <https://liquor.idaho.gov/special-orders/>.
- If any changes take place during the promotional period, including but not limited to an increase in forecast, extension or shortened promotional period, etc. please inform your store ASAP so they can make appropriate adjustments to their orders.
- All Special Order items are sold by the case. Licensees are required to purchase all Special Order inventory requested ordered for their Forecast. Unused inventory of Special Order items will not be refunded.

Once you submit your form, we will track your forecast and promotional period. Your store will order and maintain inventory based on depletions and your communicated needs.

If you have a need for an item not currently listed with ISLD, please notify your store and they will submit a Special Order Inquiry for review. We will contact the supplier for availability and – if available – order accordingly. New Special Order Inquiries may exceed the 90 day timeframe.



ISLD Use:

FORM RECEIVED: _____ (Date) _____

BY: _____ (Name) _____

ISLD Special Order Menu Request

Send completed form to: specialorders@liquor.idaho.gov

Account Name:

Account Primary Contact Name:

Account DSN:

Account Primary Contact Email:

Account Primary Contact Phone:

ISLD Store # Pick up (Drop Down):

NABCA	Size	Product Name	Forecast (cases needed per month)	Program Start Date	Program End Date	Availability Confirmed (ISLD use)	Comments (ISLD use)

* All Special Order items are sold by the case. Licensees are required to purchase all Special Order inventory requested in the monthly forecast.

Unused Special Order inventory cannot be returned.