



LIQUOR ORDER FORM

EVENT BEVERAGE ORDER

EVENT & ORDER INFORMATION

EVENT NAME

EVENT DATE

RENTER / CONTACT

PHONE

ORDER DATE

NEEDED BY

LIQUOR STORE

ORDERED BY

BEER / SELTZER / CIDER

QTY	PACKAGE / SIZE	BRAND / PRODUCT	TYPE / VARIETY	STORE NOTES

WINE / CHAMPAGNE

QTY	PACKAGE / SIZE	BRAND / PRODUCT	TYPE / VARIETY	STORE NOTES

SPIRITS / LIQUOR / MIXERS

QTY	BOTTLE / SIZE	BRAND / PRODUCT	CATEGORY / FLAVOR	STORE NOTES

ORDER SUMMARY & NOTES

EST. TOTAL

PO / INVOICE #

PICKUP / DELIVERY

CONTACT AT STORE

SPECIAL INSTRUCTIONS / SUBSTITUTIONS / ADDITIONAL ITEMS

Glencoe City Center | Event Beverage Order Form