

To  
**WEST VIRGINIA ALCOHOL BEVERAGE CONTROL COMMISSIONER**  
900 Pennsylvania Avenue, 4<sup>th</sup> Floor  
Charleston, WV 25302  
abca.licensing@wv.gov

**ETHYL ALCOHOL ORDER FORM**

An order for ethyl alcohol made upon the authority of Chapter 60 of the Code of West Virginia and Regulations promulgated thereunder by the West Virginia Alcohol Beverage Control Commissioner.

Before Filling Out This Form, Read Carefully the Instructions Set Out on the Following Page Hereof

Please Ship By \_\_\_\_\_  
(FREIGHT OR EXPRESS)

To \_\_\_\_\_  
(NAME OF PURCHASER)

Whose Address Is \_\_\_\_\_  
(STREET AND NUMBER) (CITY OR TOWN) (STATE) (ZIP CODE)

From \_\_\_\_\_  
(NAME OF DESIGNATED VENDOR)

Whose Address Is \_\_\_\_\_  
(STREET AND NUMBER) (CITY OR TOWN) (STATE) (ZIP CODE)

\_\_\_\_\_ Gallons of \_\_\_\_\_ Ethyl Alcohol,  
(QUANTITY) (KIND OF ALCOHOL)

Purchaser's WVABCA License Number Is \_\_\_\_\_

It is hereby agreed by the purchaser that the alcohol here ordered will be used only as permitted by the applicable provisions of Chapter 60 of the Code of West Virginia, and for no other purpose whatsoever.

\_\_\_\_\_  
(NAME OF PURCHASER)

By \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

**APPROVED:**

**WEST VIRGINIA ALCOHOL BEVERAGE CONTROL COMMISSIONER**

By \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

(Order Cannot Be Approved Unless Instructions on the Following Page Are Followed Exactly)

## **INSTRUCTIONS**

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The order made on this form is placed with knowledge of the following procedures prescribed by regulations issued by the West Virginia Alcohol Beverage Control Commissioner.

(1) That the order form must be completed and must be forwarded to the West Virginia Alcohol Beverage Control Commissioner.

(2) That the purchaser may designate either the West Virginia Alcohol Beverage Control Commissioner or any other wholesaler, whether within or without the State, as the vendor.

(3) That if the Commissioner is the designated vendor, a CERTIFIED CHECK or MONEY ORDER for the exact amount of the purchase price must accompany the order; that shipment will be made by FREIGHT direct to the purchaser from the Commissioner's warehouse in Charleston, unless the purchaser specified EXPRESS, and that, in either case, shipment will be made COLLECT, and the purchaser will pay the carrying charges upon receipt of the alcohol ordered.

(4) That if some wholesaler other than the Commissioner is the designated vendor, payment WILL NOT accompany the order, but will be made direct by the purchaser to the vendor; that after approving the order, the Commissioner will transmit the original copy to the designated vendor and will retain a duplicate for its files; that receipt of the order bearing the Commissioner's approval will be the designated vendor's authority to make shipment of the alcohol desired to be purchased by any carrier holding a transportation permit from the Commissioner.

(5) That only a retail or wholesale druggist or a licensed institution or licensed industrial user may purchase alcohol at wholesale.

(6) That a RETAIL OR WHOLESALE DRUGGIST will use this order form ONLY WHEN the druggist desires to purchase alcohol from the Commissioner.