

Specialized Wine and Spirits

Ordering Procedure for University of Penn Clients

1. Contact Carl Zahn (carlzahnjr@gmail.com) to discuss quantity and budget needs for alcohol and the appropriate order form will be provided.
2. Fill in the order form and email back. Be sure the top portion is completed with your contact and delivery information.
3. Wait for confirmation that product is available and pricing is accurate before creating PO for the order.
4. Once confirmation is received, a non-catalog PO can be created for the order.
5. Confirm delivery date for order. Regular schedule delivery days are **Tuesday** and **Friday** (dates may be subject to change).
6. Please allow **Minimum 5 Days** for ALL orders. Rush orders will be made available but **cannot** be guaranteed.
7. Please be reminded **Alcohol cannot be purchased for resale**, except by those entities holding a valid Pennsylvania Liquor License.

Regarding UPENN Tax Exempt Status

Specialized Wine and Spirits is a University approved supplier of wine and spirits effective October 5, 2017. In addition to wine and spirits, University staff may purchase wines and spirits for consumption at approved on-campus University events and local dinners. **Alcohol may not be purchased for resale**, except by those University entities holding valid Pennsylvania liquor licenses. Wine/Spirits purchases **are NOT exempt from Pennsylvania sales tax**.

Specialized Wine and Spirits
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Transporter Class A License # IA 4299 Lid:67948