**A close-up of a logo

Description automatically generated with low confidence**The following terms and conditions apply to quote submissions to increase the list price of general list wines, spirits, beer, cider, ready-to-drink (RTD) and Vintages Essentials products sold at the LCBO. Vintages, and Private Ordering (through Specialty Services) are not quoted using this form.

1. Quote submissions for existing LCBO Wines, Spirits, Beer, Cider & RTD, and Vintages Essentials products must be sent to [pricing@lcbo.com](mailto:pricing@lcbo.com).
2. Quotes increases will be posted in accordance with the [LCBO Schedule of Quote Increases](https://www.doingbusinesswithlcbo.com/content/dbwl/en/basepage/home/new-supplier-agent/Pricing/HelpfulToolsandLinks/_jcr_content/content1/attachments_1330272529/file.res/Schedule%20of%20Quote%20Increases%202022-23.pdf) posting timelines unless otherwise noted or agreed upon. Requests for quote decreases or rebates may be submitted at any time, however this must be clearly stated in the subject line and body of the e-mail. For Example: “*Quote Decrease – ABC Beverage Co”*, or “*Rebate – ABC Beverage Co”.* Implementation is subject to approval from the appropriate Category or Product Manager. All rebates are subject to Category approval; thus, we strongly recommend you discuss your plans for SKU rebates ahead of time with your appropriate Category or Product Manager.
3. Quote increases may not be accepted if they fail to meet LCBO pricing policies regarding changes in quotes (e.g., listed less than one-year, excessive increases, period promotions).
4. Quote submissions are only accepted by email and must be sent from the vendor, or agent’s company email account.
5. Quote submissions must be submitted using the LCBO [Quote Submission Form](https://www.doingbusinesswithlcbo.com/content/dbwl/en/basepage/home/new-supplier-agent/Pricing/HelpfulToolsandLinks.html). The form must be completed in full, and formatting not manipulated. Manipulating of this form could result in the submission being declined, or errors with inputting of quote data.
6. When submitting to [pricing@lcbo.com](mailto:pricing@lcbo.com), send individual e-mails for each unique vendor submission. The subject of the email must be in this format: QUOTE – Vendor Name. For example: “*Quote – ABC Beverage Co.*” If multiple vendors are referenced in the same e-mail, each vendor **MUST** be listed in the body of the e-mail.
7. **LCBO’s** **Pricing Administration team will NOT accept combining of multiple vendors on a submission form.** One vendor quote(s) per submission form is required.
8. Please ensure quote submissions are for active code 2 listed LCBO SKUs – we do not post quotes for delisted SKUs.
9. Please be mindful and plan for upcoming LCBO approved promotional programming when providing requotes, as prices cannot change for one period before a planned promotion.
10. Vintages non-essential quotes and revised quotes for new LCBO products should continue to be sent directly to the appropriate buying Category using existing forms and processes.
11. Quotes for private orders should continue to be sent to Specialty Services using existing forms and processes.
12. Ontario Domestic Beer quotes should continue to be sent on the Beer Submission Form.
13. The LCBO is not responsible for any errors or omissions made in the vendor’s Quote Submission Form. Failure to meet deadlines or LCBO pricing policies may result in postponement of quote increases.