

# Lopez Island Vineyards

724 Fisherman Bay RD Lopez Island, WA 98261

Phone: 360.468.3644 Fax: 360.468.3644 \*9

orders@lopezislandvineyards.com

ORDERED BY	
Name:	
Address:	
City:	
State:	
Zip Code:	
Telephone:	
Email:	
<input type="checkbox"/> Please add me to your email newsletter list	

DELIVER TO	Same as Ordered By
Name:	
Address:	
City:	
State:	
Zip Code:	
Telephone:	

Wine	Quantity	Unit Price	Amount
Apple-Pear			
Blackberry (375ml half-bottle)			
Cabernet Sauvignon - Merlot - Malbec			
Cabernet Sauvignon - Red Mountain			
Chardonnay			
Dry Rosé			
Fireside Port			
Madeleine Angevine			
Malbec			
Merlot			
Raspberry (375ml half-bottle)			
Riesling			
Sauvignon Blanc			
Siegeerrebe			
Wave Crest White			

<b>Total number of bottles:</b>		<b>Wine total</b>	
		<b>Quantity discount</b>	
		<b>UPS box (See below)</b>	
		<b>Subtotal</b>	
		<b>Shipping (see chart)</b>	
		<b>Taxable amount</b>	
<b>Sales tax rate</b>		<b>Sales tax</b>	
		<b>GRAND TOTAL</b>	

Residential FedEx Shipping Charges			
<i>Please see <a href="http://www.lopezislandvineyards.com/order/">www.lopezislandvineyards.com/order/</a> for Business delivery rates</i>			
Zip Code (first 3 nos.)	1 - 3 bottles	4 - 6 bottles	7 - 12 bottles
970-972, 980-989	\$17.20	\$18.53	\$21.50
977-979, 990-994	\$17.46	\$19.61	\$23.76
962-976	\$18.07	\$19.99	\$25.17
900-961	\$18.65	\$21.46	\$27.97
800-899	\$19.51	\$24.35	\$33.20
500-699	\$20.96	\$27.04	\$37.01
001-499, 700-799	\$22.23	\$29.74	\$42.57
962-969	<i>Air shipments only-please call 360.468.3644 for a price quote</i>		

Credit Card Information			
<i>Please fill in your credit card information. We will call you to confirm your order.</i>			
Credit Card Number			
Exp. Date		Security Code	

Shipping Box Charge	
No. of bottles	Box cost
1 - 3 bottles	\$4.25
4 - 6 bottles	\$7.00
7 - 12 bottles	\$9.50
Quantity Discounts	
Half case (6 bottles)	10% discount
Full case (12+ bottles)	15% discount
3 or more cases (36+)	20% discount

## How to Order

**We accept Visa, Master Card, or Discover, as well as personal checks. You can order from us in four ways. Fill out this form, then:**

- Call us at 360.468.3644. We will call you to get your credit card number and verify your billing address and card security code.
- Fax it to us at 360.468.3644 \*9. We will call you to get your credit card number and verify your billing address and card security code.
- Email it to us at: [orders@lopezislandvineyards.com](mailto:orders@lopezislandvineyards.com). We will call you to get your credit card number & verify your address & card security code.
- Print this form and mail it to us with your check enclosed to **Lopez Island Vineyards, 724 Fisherman Bay RD, Lopez Island, WA 98261**

# Lopez Island Vineyards Order Form Instructions

Thanks for using our fancy fillable PDF form. There are a few things to note about this form; see below for detailed instructions. If you need assistance with ordering please call us at (360) 468-3644.

## Using the Form

**Important!** Download the form, then open it; do not open it in a browser.

In order to use all the features of this form you'll need to open it using **Version 8 or newer of Adobe Acrobat**. If you don't have Acrobat installed on your computer, or you need to update your version, you can download it here: <http://get.adobe.com/reader/>

**Mac users:** You *must* use Adobe Acrobat to fill out and print this form, NOT Mac **Preview**.

If you are unable to install Adobe Acrobat 8 or newer on your computer, you'll need to print out the order form, fill it out by hand, and fax or mail it to us (see "Sending the Form," below, for fax number & address).

## Filling Out the Form

When you open the order form in Adobe Acrobat, you will be able to fill in the form fields. The easiest way to move from one field to the next is by pressing the **Tab** key.

1. Begin with the **Ordered By** section. Press **Tab** to move to the next line.
  - Check the box if you would like to be added to our emailing list.
2. If your shipping address is the same as the info in the **Ordered By** section, check the box **Same as Ordered by**; if not, enter a delivery address.
3. Fill out the order form:
  - Select the **Quantity** of each wine desired.
  - The **Amount** field is automatically calculated.
  - The **Wine total** is automatically calculated.
  - The **Quantity discount** is automatically calculated.
  - Enter the **UPS Box** charge, if applicable, from the table below the order field.
  - Add the **Shipping Charge** from the table at the left of the order field.
  - **Taxable Amount** is automatically calculated.
  - **Washington State** residents must add sales tax based on their local tax rate. If you don't know your local tax rate you can look it up online here: <http://dor.wa.gov/content/findtaxesandrates/salesandusetaxrates/lookupataxrate/default.aspx>. Enter your tax rate as a decimal amount: for example, 7.5% is entered 0.075 as a decimal amount.
  - The total **Sales Tax** is automatically calculated.
  - **Grand Total** is automatically calculated.
  - Enter your **Credit Card Information**.
4. If you make a mistake and wish to clear the form, click the **Clear Form** button at the top of the form.

## Sending the Form—Choose One Method

1. At the top of the order form, press the **Print Form** button to print your completed form. **Mail** it to: Lopez Island Vineyards, 724 Fisherman Bay RD Lopez Island, WA 98261
2. OR press the **Email Form** button at the top of the form to open your email program and send the order.
3. OR If you use a webmail program like Gmail, Yahoo, or Hotmail, **Save** the completed order form and attach it to an email to: [orders@lopezislandvineyards.com](mailto:orders@lopezislandvineyards.com)
4. OR **Print** the form and **Fax** it to: 360.468.3644\*9