



## Department of Commerce

Division of Liquor Control

John R. Kasich, Governor  
Jacqueline T. Williams, Director

### **IMPORTANT HOLIDAY ORDERING INFORMATION** ***Special Requisition Schedule for Labor Day 2015***

Another holiday is upon us, requiring that we pay special attention to inventory levels in order to accommodate higher sales volumes and ensure customer satisfaction. Please follow the schedule below when submitting requisitions for additional product for the holiday weekend.

- If your normal delivery day is Wednesday the 2<sup>nd</sup> of September or Thursday the 3<sup>rd</sup> of September, send requisitions no later than 3 pm on Friday the 28<sup>th</sup> of August.
- If your normal delivery day is Friday the 4<sup>th</sup> of September, send requisitions no later than 3 pm on Monday the 31<sup>st</sup> of August.
- If your normal delivery day is Monday the 7<sup>th</sup> of September, send requisitions no later than 3 pm on Tuesday the 1<sup>st</sup> of September.
- If your normal delivery day is Tuesday the 8<sup>nd</sup> of September, send requisitions no later than 3 pm on Wednesday the 2<sup>nd</sup> of September.
- If your normal delivery day is Wednesday the 9<sup>th</sup> of September, send requisitions no later than 3 pm on Thursday the 3<sup>rd</sup> of September.
- If your normal delivery day is Thursday the 10<sup>th</sup> of September, send requisitions no later than 3 pm on Friday the 4<sup>th</sup> of September.

Following the revised ordering schedule above will ensure that additional stock is received prior to the Labor Day holiday weekend.

If you have any questions, please contact your order clerk.

- John Nichols (Toledo and Cleveland districts) (866) 840-0035
- Beth Oliver (Columbus and Cincinnati districts) (877) 812-0018

Our offices will be closed on Monday, September 7<sup>th</sup> for the Labor Day holiday.

Thank you,

Bruce Stevenson  
Superintendent