



BENTALL CENTRE – ENROLLMENT FORM

Location: One Bentall Centre Two Bentall Centre Three Bentall Centre Four Bentall Centre
**Retail unit delivery is not available at this time.

Type of Account: Individual Company

Contact:

First & Last Name: _____

Direct Phone Number/Cell: _____ Ext: _____

Email: _____

Company Information:

Company Name: _____

Suite #: _____ Address: _____

Postal Code: _____ Main Office Phone Number: _____

Secondary Contact Placing Orders (for company accounts only):

First & Last Name: _____

Direct Phone Number: _____ Ext: _____

Email: _____

Payment Method: Cheque Credit Card Electronic Funds Transfer (EFT)

Delivery Instructions & Business Hours:

Legacy Liquor Store to Complete:
Account Number: _____



Payment:

- For credit card payment, please complete & submit the Credit Card Authorization Form (page 3).
- For EFT (Electronic Funds Transfer), send an EFT Authorization form obtained from your bank to orders@legacyliquorstore.com for us to complete.
- For cheques, payments are due 30 days from the invoicing date.

How to Enroll:

- Complete the Enrollment Form (page 1) & Credit Card Authorization Form (page 3) if using a credit card.
- Email completed forms to orders@legacyliquorstore.com.

How to Purchase:

- Go to www.legacyliquorstore.com to determine what you would like to order. Feel free to consult Thibaut Bourtembourg, Assistant Manager, at orders@legacyliquorstore.com.
- Email orders@legacyliquorstore.com with an itemized list of what you wish to order, or call us at 604-331-7900.
- Legacy Liquor Store will email a confirmation of your request, including a Bentall Centre tenant 5% discounted quote for the requested items and a delivery date.
- Please send a reply email confirming that you wish to proceed with order and payment.
- You will receive an email with an invoice confirming receipt of payment.

Delivery:

- Legacy Liquor Store will deliver to Bentall Centre **every Thursday of the week between 9AM and 4PM**, free of charge. For delivery outside of these times, our normal delivery rate will apply (price will depend on quantity and time frame).
- Order cut off will be Wednesday at noon for next day delivery.
- Delivery is only available to a Bentall Centre office address.
- It is the responsibility of the tenant to receive the delivery. Bentall Centre employees or representatives will not accept deliveries on the tenant's behalf.
- Beer and wine can be delivered cold upon request.

Legacy Liquor Store
1633 Manitoba Street, Vancouver, BC, V5Y 0B8



CREDIT CARD AUTHORIZATION FORM

Please complete the following information as shown on the credit card statement of the card holder:

*Full Name (as shown on card): _____

*Company (if company card): _____

*Billing Address (associated with card): _____

*City: _____ *Province: _____ *Postal Code: _____

*Phone: _____ *Email: _____

Type of Credit Card: Visa MasterCard American Express

**Credit Card Number: _____ *Expiry Date: _____

**Security ID Number: _____

PLEASE PRINT 3 DIGITS - BACK OF CARD (AMERICAN EXPRESS: 4 DIGITS – FRONT OF CARD)

* Mandatory fields.

**If preferred, leave the 'Credit Card Number' and 'Security ID Number' fields blank and phone Legacy Liquor Store at 604-331-7900 with your credit card information when you place your order.

Legacy Liquor Store will require a copy of both the front and back of the credit card used as well as government issued identification to verify the information provided above. This can be submitted via email.

"I hereby authorize Legacy Liquor Store to charge the above credit card."

Signature of card holder: _____

All information collected is kept secure and confidential and will not be disclosed to any third party without the express written consent of the client or as required by law.

Any questions? Please contact us at 604-331-7900.

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