

Guidelines for LBD Orders and Purchases

2025

SUBMITTING YOUR ORDER:

- Orders may only be placed via the following:
 - **EMAIL:** lbdorder@gmail.com
 - **IN PERSON:** You may drop off your order to be filled by an associate. **OR** You may come in and shop your own order, and then ask an associate to ring up your order.

*** NO ORDERS WILL BE FILLED OR SOLD BETWEEN THE HOURS OF 12:00 PM AND 2:00 PM. ***

THINGS TO INCLUDE IN YOUR ORDER:

- Use NC Code numbers found in the ***North Carolina Liquor Quarterly*** book that we give out each quarter, to ensure accuracy. (These will be included with your order as they come in each quarter to ensure you receive them.)
- We ask that you please include the **product name, correct NC Code, and quantity needed** in your orders. If these are missing, we will call you to resend your order with the appropriate information.

Example:

PRODUCT NAME	NC CODE	QUANTITY
Jameson .75	40122	3
Bacardi Silver .75	47843	5

- With serving several communities, restaurants, and bars we may sometimes run out of a product you ask for. If substitutions are allowed, let us know what a good substitute would be for you so we can keep you pouring.
- If using our delivery service, please have those orders in by Wednesday at 5:00PM. If interested in delivery, PLEASE ASK AN ASSOCIATE FOR DETAILS.

PICK UP TIMES:

→ MONDAY - THURSDAY: PLACE ORDER BY 5:00 PM

◆ PICK UP ORDER BY 6:00 PM

→ FRIDAY + SATURDAY: PLACE ORDER BY 7:00 PM

◆ PICK UP ORDER BY 8:00 PM

→ PICK UP DOOR IS LOCATED ON THE BACK CORNER OF THE BUILDING. RING DOORBELL TO LET US KNOW YOU'RE HERE!

→ ORDERS MUST BE PICKED UP WITHIN 24 HOURS OF BEING PLACED & FILLED!! ANY ORDER THAT IS NOT PICKED UP IN THIS TIME FRAME WILL BE DELETED, RESTOCKED, AND WILL HAVE TO BE RESUBMITTED.

→ * NO ORDERS WILL BE FILLED OR SOLD BETWEEN THE HOURS OF 12:00 PM AND 2:00 PM. *

PAYMENT METHODS:

→ WE ACCEPT CASH, BUSINESS CREDIT CARDS, AND BUSINESS CHECKS.

◆ **CHECKS MUST BE LEGIBLE, AND MUST BE SIGNED!!!**

IF NOT, THEY MAY BE REFUSED FOR PAYMENT.

◆ **For any replacement invoices requested, there will be a \$5.00 charge per copy.**

MISCELLANEOUS:

- *When picking up your order, we **HIGHLY ENCOURAGE** you to look over the order and check for accuracy. If we have made an error, we will gladly correct it before you leave if possible. When you sign the invoice we file, that is your acknowledgement that everything in your order is correct.*
- If there are products you are interested in that we do not carry, please reach out to the Store Manager and let them know. Or visit morgantonabc.com and find an order form under the 'MXB' dropdown menu.