Collection & Delivery Form

Please fax the **Collection & Delivery Form** to **914.206.4544** in order to arrange for payment and expedite the shipment of your purchases. Purchases will not be shipped automatically. For further information or collection and delivery assistance, please call 914.448.3026 or email auction@zachys.com

Delivery

To expedite the delivery of your wine, please supply the following information as soon as possible after the auction. A lot can be delivered to one address only.

Payment

You are expected to pay for your purchases within fourteen calendar days of the date of sale. Purchases which have not been paid in full within this time period will be assessed a late charge of 2% per month thereafter. In addition, any payments in default after 21 days will incur a penalty equal to 3% of the purchase price. Additional late fees equal to 3% of the total purchase price may be charged for every 14 days past the initial 21 day period. Payment may be made to Zachys Wine Auctions, Inc by credit card, check, cash, money order or bank wire transfer. Cash payments will only be accepted at Zachys Wine & Liquor retail store. Once payment is settled, Zachys will be able to release wine to the successful bidder.

Checks should be payable to:
ZC Auctions, Inc
39 Westmoreland Avenue
White Plains, NY 10606

Credit card purchases, please inquire, or pay by check or wire transfer.

Today's Date _____ **Invoice Number** _____

Name _____ **Client Number** _____

Attention _____

Delivery Address _____

City _____ **State** _____ **Zip** _____

Daytime Telephone _____

Email Address _____

Adult signature is now required for all shipments.

Special Instructions

*If paying by check, money order or wire transfer, please call 914.448.3026 for relevant shipping charges.

Type of Delivery

Please allow 3-5 business days for delivery instructions to be processed.*

- ❑ Manhattan or Westchester County Delivery (local)
- ❑ Common Carrier Ground Service**
- ❑ Second Day air service ❑ Next Day air service
- ❑ Fully licensed temperature controlled trucking (allow 3 weeks)
- ❑ Customer Pickup at Zachys Auctions warehouse, White Plains
- ❑ Customer Pickup at Zachys Wine and Liquor, Scarsdale
- ❑ Consolidated Shipment to Los Angeles *(please inquire)*
- ❑ Consolidated Shipment to Hong Kong *(please inquire)*

Please indicate pickup date (allow at least 5 business days*):_____

* ***Please Note:*** *On the first week after the sale due to the high volume of requests for shipments, it may take longer than 5 business days for deliveries/ pick-ups to be processed.*

** ***Please Note:*** *Due to the high volume of shipping requests, we cannot guarantee dates for ground shipments.*

Delivery Instructions

- ❑ Transfer to New York Fine Wine Storage account
- ❑ Call prior to deliveries (local deliveries only)
- ❑ Special instructions
- ❑ **Ship Original Wooden Cases and/or Original Cartons If Available***
  $10 per case. (*cases will be shipped automatically unless you request that we do not ship your original wooden cases)
- ❑ **Please do not ship owc ❑ Please do not ship oc**

Payment for purchases*

❑ American Express ❑ Visa ❑ MasterCard
❑ Check ❑ Money Order ❑ Wire Transfer

Credit Card Number _____ **Expiration Date** _____

Card Member Signature _____

Name as it appears on card _____

Billing address for credit card _____

Payment for shipping*

❑ American Express ❑ Visa ❑ MasterCard
❑ Check ❑ Money Order ❑ Wire Transfer

Credit Card Number _____ **Expiration Date** _____

Card Member Signature _____

Name as it appears on card _____

Billing address for credit card _____