



Arizona Department of Liquor Licenses and Control
800 W Washington 5th Floor
Phoenix, AZ 85007-2934
www.azliquor.gov
(602) 542-5141

FOR DLLC USE ONLY

Co-op #:
Approval Date:
CSR:
Retail Agent Fee: \$50.00

<p>APPLICATION FOR REGISTRATION OF A RETAIL CO-OP AGENT ONLY A non-refundable fee of \$50.00 will apply.</p>

A service fee of \$25.00 will be charged for all dishonored checks (A.R.S. 44-6852)

1. Co-op Agent's Name: _____
Last First Middle

2. Corporation Name: _____

3. Business Name: _____

4. Business Address: _____
City State Zip

5. Mailing Address: _____
(All correspondence will be mailed to this address) City State Zip

6. Email Address: _____

7. Business Phone: _____ Daytime Contact Number: _____

Please attach supporting documentation showing appointment of retail co-op agent by Licensee.

The Agent will will not deliver merchandise to the Co-op Member. If the Agent does not deliver, the Co-op Member will obtain the merchandise from the designated storage location of the Agent.

- All purchases by the Agent for the Co-op shall be from a licensed Arizona wholesaler.
- The Agent shall furnish each of his Co-op Members a copy of the Master Invoice prepared by the wholesaler. Wholesaler may charge a reasonable fee for extra copies of Invoice. The Invoice shall detail each Co-op Member's order, showing amount of order by brand and cost by brand. The Agent shall not change or alter the Invoice in any manner. The Master Invoice shall indicate the total cost of all individual Members' orders and a copy shall be furnished to each Member. The payment for the total order shall be made by the Agent. The Master Invoice shall dictate the specific discount for each "Co-operative Purchase".
- The accuracy of all orders placed by the Agent shall be the sole responsibility of the Agent. There shall be no exchanges of merchandise after delivery. The Agent shall be responsible for any errors in the orders by Members of his Co-op. The Agent is responsible for the fiscal operations of all Co-op purchases and shall retain all such records for a period of two years. Co-op Members shall retain their Invoices for a period of two years.
- Wholesalers shall deliver to the Agent's licensed premises or to an unlicensed storage premises under the absolute control of the Agent, with providing the Agent has received permission for the use of the unlicensed storage premises from the Director. To Title to the merchandise shall vest the individual Co-op Member upon delivery to the Agent. The Agent's fee for services rendered the Co-op Member shall be \$ _____ per wholesaler Invoice.

I, (Print Full Name) _____, hereby swear under penalty of perjury and in compliance with A.R.S. § 4-210(A)(2) and (3) that I have read and understand the foregoing and verify that the information and statements that I have made herein are true and correct to the best of my knowledge.

Applicant Signature: _____