

# Collection & Delivery Form

Please fax the Collection & Delivery Form to 914.313.2350 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 at [auction@zachys.com](mailto: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

Zachys will auto-charge US Live Auction purchases within 72 hours of the sale close to the credit card on file for amounts \$20,000 or below. For sales greater than \$20,000, buyer will be expected to contact our offices with payment within 14 days, or card on file will be auto charged with a 3% convenience fee. Payment may be made to Zachys Wine Auctions, Inc. by credit card, check, cash, money order or bank wire transfer. Cash payments are only accepted at Zachys Wine and Liquor located at 16 East Parkway in Scarsdale, New York. Once payment is settled, Zachys will be able to release wine to the Buyer.

## Checks should be payable to:

**Zachys Wine Auctions, Inc.**  
39 Westmoreland Avenue  
White Plains, NY 10606

\*\*\*Credit card charges may not exceed U.S. \$20,000 per auction

Today's Date		Invoice Number	
Name		Client Number	
Attention			
Delivery Address			
City	State	Zip	
Daytime Telephone			
Email Address			

Adult signature required for all shipments and deliveries.

## Special Instructions

**Credit Card charges may not exceed US\$20,000 per auction.**

## Type of Delivery

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

- ☐ Westchester County Delivery (local)  
☐ Connecticut or Manhattan Delivery (local)  
☐ New Jersey Delivery (local)  
☐ Common Carrier Ground Service★  
☐ Second Day Air Service      ☐ Next Day Air Service  
☐ Refrigerated trucking throughout the Continental US  
☐ Customer Pickup at Zachys Wine Auctions Warehouse, White Plains  
☐ Customer Pickup at Zachys Wine and Liquor, Scarsdale  
☐ Consolidated Shipment to Los Angeles  
☐ Consolidated Shipment to Hong Kong  
☐ Consolidated Shipment to Washington, D.C.

Please indicate pickup date (allow at least 5 business days★): \_\_\_\_\_

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

★★ **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/pickups to be processed.

## 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★**  
     \$15 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\*\*\* (including any other fees and applicable sales tax)

- ☐ American Express      ☐ Visa      ☐ MasterCard      ☐ Discover  
☐ Check      ☐ Money Order      ☐ Wire Transfer

Credit Card Number      Expiration Date      CVV

Card Member Signature

Name as it appears on card

Billing address for credit card

## Payment for shipping

- ☐ American Express      ☐ Visa      ☐ MasterCard      ☐ Discover  
☐ Check      ☐ Money Order      ☐ Wire Transfer      ☐ Same As Above

Credit Card Number      Expiration Date

Card Member Signature

Name as it appears on card

Billing address for credit card