

**FAX MESSAGE (Sample)**

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**Fax: (801) 977-6888**

**FROM:** \_\_\_\_\_

**TO:** Director  
Utah Department of Alcoholic Beverage Control

**SUBJECT:** Advance Authorization to Import Alcoholic Beverages  
In Accordance with DABC Policy Number 02-04

- The \_\_\_\_\_ is a duly accredited foreign mission in the United States.
- We wish to ship to Utah, for official diplomatic use only and not for sale, resale or transfer to the ownership of individuals or organizations, including National Olympic Committees, that do not benefit from diplomatic accreditation in the United States, the inventory of alcoholic beverages that follows.
- These beverages will be used ONLY at official diplomatic functions sponsored by the government of \_\_\_\_\_ during our presence in Utah for the \_\_\_\_\_.
- All the beverages listed were either produced in the United States, and as such are free from United States customs duties, or cleared U.S. Customs duty free.
- We understand that a representative of your agency will visit the location to which we have the beverages delivered.
- The representative will charge an administrative fee (not a tax) of \$1.00 per bottle, can or keg, which we will pay by official mission check or credit card.
- The representative will charge an administrative fee (not a tax) of \$1.00 per bottle, can or keg, which we will pay by official mission check or credit card.

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**The beverages will be shipped:** \_\_\_\_ (on or about date of shipment)

**By means of:** (name of shipper, airline, trucking company or license plate number of official mission vehicle)

**To:** (name and address in Utah of the restaurant, club, office, venue or warehouse to which the beverages will be delivered)

**Please fax your advance approval to:** \_\_\_\_\_

**An inventory of the beverages to be shipped to Utah begins on page 3.**